



## **MANAGER, GOVERNANCE AND ADMINISTRATIVE SERVICES**

The Manager, Governance and Administration is an instrumental role at Mitacs. The position works closely with our Board, executives, and the Administration Team across Canada. The successful candidate will report to the CFHRO and will provide day-to-day leadership to the Administration Team, including Executive Assistants and Administrative Assistants.

### **KEY RESPONSIBILITIES**

- **Support for the Executive Office**
  - Manage a team of Administrative and Executive Assistants (AAs and EAs) to deliver strategic corporate executive support to the Executive Management Team (EMT).
  - Work closely with EAs to help them in prioritizing their tasks to ensure sufficient allocation of support and to balance workloads for time-sensitive or urgent priorities.
  - Collaborate closely with individual EMT members and the Records Management Administrator to provide growth and training opportunities for the AAs/EAs, offer constructive feedback covering all aspects of the EA's responsibilities, and identify and manage any performance issues.
- **Office Management (in close collaboration with Records Management Administrator)**
  - Oversight of corporate facilities and operations.
  - Oversight of corporate records and documents.
  - Travel management.
  - Office engagement.
- **Governance**
  - Monitor governance framework and ensure alignment with best practices.
  - Act as Corporate Secretary to Board of Directors and Committees.
  - Manage all aspects of the Board and Committee meetings.
  - Manage all aspects of the Annual General Meeting (AGM).
  - Monitor policy log and lifecycles.
  - Oversee corporate compliance with provincial and federal legislation.

### **TRAINING:**

- A University Degree in Arts, such as English or Communications, Business, Administration, or similar.

### **ESSENTIAL SKILLS:**

- Management level administrative background with 3-5 years of experience in a corporate governance role
- Supervisory experience required along with experience managing corporate level projects requiring extensive cross collaboration across teams
- Ability to interact comfortably and effectively with a group of diverse board of directors is essential
- Experience with corporate secretary functions including minute taking, AGM management and managing corporate records



- Strong management skills, high attention to detail, excellent communications and interpersonal skills, and ability to handle and prioritize multiple tasks and meet deadlines in a busy setting
- Excellent computer skills using Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to adapt to constant change and work in high-pressure conditions while maintaining a calm and professional image
- Able to think critically and to exercise independent and sound judgement in anticipating needs and taking initiative
- Creative, effective, resourceful problem solver and collaborator
- Familiarity with not-for-profit entities and publicly accountable bodies is an asset

Mitacs fosters a culture where creativity, innovation, diversity, and inclusion are valued, encouraged and fostered. We offer a comprehensive benefits package and a team-based work environment, and we are proud to be an Equal Employment Opportunity employer.

*To get a better understanding of Mitacs and read more about our values please visit our [website](#)*