


<p><i>Company:</i></p>	 <p>Wiklow Corporate Services Inc., a corporate secretarial and electronic filing service provider for over 200 public companies in Canada and the United States</p>
<p><i>Location:</i></p>	<p>Vancouver, BC</p>
<p><i>Position:</i></p>	<p>Account executive responsible for broad range of corporate secretarial services</p>
<p><i>Position Overview:</i></p>	<ul style="list-style-type: none"> • Complete regulatory compliance and continuous disclosure filings and ensure filings are made in a timely manner • Prepare for annual meetings, including drafting of proxy material or proxy statement and arrange printing and mailing of proxy material • Coordinate public company filings with stock exchanges and securities commissions • Prepare Board and committee materials and take minutes of directors and committee meetings and dealing with matters arising therefrom • Prepare and maintain regulatory compliance calendars • Draft and maintain corporate governance materials, including all charters and policies • Maintain corporate records for public and private Canadian and US companies • Maintain and update reports on stock option plans, share purchase warrants and interest payments on convertible debentures • Liaison with outside legal counsel and regulatory authorities on legal matters as required • Draft and disseminate news releases • SEDAR/SEDI filings
<p><i>Minimum Requirements:</i></p>	<ul style="list-style-type: none"> • Minimum of five years of related experience • Strong knowledge of rules and policies of TSX, TSX.V and CSE • SEDAR, SEDI, TSX SecureFile and BC Online experience • Exceptional written and oral skills • Organized and able to handle multiple tasks in a fast paced environment • Proficiency in Microsoft, including Word, Outlook, PowerPoint and Excel, and in ADOBE
<p><i>Additional Skills:</i></p>	<ul style="list-style-type: none"> • Ability to work independently • Maintain positive working relationships with others and work cooperatively to ensure proper work flow • Strong work ethic • Ability and willingness to exercise independent judgement • Effective time management skills • Flexibility to undertake a variety of assignments
<p><i>Contact</i></p>	<p>Please submit a detailed resume and covering letter to careers@wiklow.com.</p>