

Manulife Financial is currently seeking two dynamic individuals to join its Corporate Secretary's Department at its Toronto office.

Assistant Vice President & Assistant Corporate Secretary – Job No. 1102504

Reporting to the Vice President & Corporate Secretary, you will act as corporate secretary to one or more Board committees, provide legal advice to the Board of Directors and senior management on governance matters, securities law, Insurance Companies Act compliance and disclosure matters. You will also assist in the preparation of annual public disclosure documents. You have a minimum of 5 years experience in corporate and securities law, preferably with an emphasis on financial institutions. Experience in a public company working with the Board of Directors, public company disclosure and proxy circular, would be an asset.

You have strong technical skills, sound judgment and strong communication and interpersonal skills, and are capable of working independently in a fast-paced, challenging environment.

Senior Legal Assistant – Job No. 1103240

In this position, you will provide comprehensive executive support to the Corporate Secretary's Office and liaise with the Chair of the Board, Committee Chairs, the Board of Directors and senior management. This position reports to the Vice President & Corporate Secretary.

You have strong organization and technical skills, sound judgment, and an ability to balance multiple priorities and projects. You have excellent communication and interpersonal skills. You have a minimum of 5 years experience as a Corporate Law Clerk/Legal Assistant or similar experience in a Board administration role.

Manulife Financial is a leading Canadian-based financial services group operating in 22 countries and territories worldwide. For more than 120 years, clients worldwide have looked to Manulife for strong, reliable, trustworthy and forward-thinking solutions for their most significant financial decisions. Our international network of employees, agents and distribution partners offers financial protection and wealth management products and services to millions of clients around the world. We provide asset management services to institutional customers worldwide as well as reinsurance solutions, specializing in life and property and casualty retrocession.

These exceptional positions offer an attractive compensation package and a unique opportunity for an exciting career at a leading Canadian-based and global financial institution.

If you are interested in finding out more about these opportunities, we invite you to visit our website at www.manulife.com/careers to submit your resume. We thank all applicants and advise that only those selected for an interview will be contacted.