

## **Corporate Governance Secretary** **Kamloops, BC**

### **About the Opportunity**

We are currently searching for a highly talented, driven and enthusiastic individual to work on a full-time basis in a Corporate Governance Secretary capacity with our corporate leaders and directors. The successful candidate will provide administrative support to ensure the integrity of our governance framework, be responsible for the efficient administration of our companies and ensure statutory and regulatory requirements are met. The ability to use discretion with confidential information, management and organizational skills and an understanding of the legal system as it affects business is paramount. The successful candidate can expect to work in a fast paced, professional office environment and have the following responsibilities:

- Implementing the decisions of the Board of Directors
- Acting as adviser to the company directors
- Handle company share transactions - issuing new shares, arranging dividend payments and observing all legal requirements
- Liaising with auditors, lawyers, Urban's accounting team and shareholders on board governance issues and managing the paper flow
- Coordinate and schedule Board and committee meetings as well as annual meeting of shareholders including preparation and distribution minutes of meetings, agendas, meeting materials and corporate records and logistical arrangements
- Ensure compliance obligations under relevant laws and the requirements of regulatory authorities are met and acting as the governance liaison for officers and directors ensuring filings and deadlines are met
- Shareholder engagement on governance issues
- Establish and maintain corporate records management systems
- Maintain a high level of confidentiality working on sensitive/confidential materials; and
- Perform other duties as required.

### **About You**

Our ideal candidate will be a graduate of a related post-secondary program and have a minimum of 2 years of experience in a similar role supporting company governance and leadership. In addition, the candidate will be professional, approachable and friendly in nature, understand the culture and nuances of Urban Systems and possess the following skills and characteristics:

- High understanding and ability to work with and manage highly confidential situations and information with discretion.
- Management and organizational skills
- Possess an understanding of the legal system as it affects business
- Strong analytical skills with the ability to exercise judgement when dealing with competing priorities
- Ability to take initiative and work proactively under minimal supervision with a high aptitude for independent decision making
- Ability to foster strong working relationships with all levels of staff within the organization as well as external contacts;
- Exceptional verbal and written communication skills;
- Strong sense of integrity, professionalism and loyalty; and
- High level of competency with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).

## About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have four decades of experience working with a variety of clients including all levels of government, First Nations, commercial and residential land developers, and the natural resource sector. Our team of almost 400 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

## Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- Challenging and interesting project opportunities
- A fun workplace, where hard work accomplishes great things
- The opportunity to work with industry leading professionals in a collaborative environment
- Ongoing career development and learning
- Meaningful rewards and recognition

## How to Apply

If this describes your background, your skills and your natural talents, please check out our website for more information and submit your resume and covering letter along with a completed Candidate Questionnaire (available for download on our site).

Deadline for applications: **Friday, September 29<sup>th</sup>, 2017**