

Assistant Corporate Secretary (12 Month Contract)



Who are we?

Have you ever wondered what makes trading and settlement possible in Canada? It's Fundserv—the online ecosystem that ensures every fund transaction is processed timely, accurately and securely. We're an online hub that electronically connects manufacturers, distributors, and intermediaries, enabling them to buy, sell, and transfer investment funds.

Our Culture & Values

Fundserv is guided by our four core values: Collaboration, Adaptability, Integrity, and Respect. Because above all else, Fundserv CAIRs:

- Collaboration
- Adaptability
- Integrity
- Respect

Location:

Downtown Toronto

Reports to:

Manager, Corporate Communications

Department:

Corporate Communications

Fundserv is an equal opportunity employer. We welcome and encourage applications from individuals with disabilities. Accommodations are available on request – please let us know how we can meet your needs.

If this sounds like you, apply today at hr@fundserv.com

The Opportunity

As Assistant Corporate Secretary, you will provide support to the Corporate Communications Department in planning, writing, and administering the meeting packages for the quarterly board of directors meeting, the four committees of the board, as well as the Annual General Meeting and other special meetings (minimum 20 packages per year). You will create messaging to convey Fundserv's progress on its strategic objectives, including projects and financial updates, and assist Funder's Corporate Secretary with related tasks such as tracking action items, facilitating meeting minutes approvals, and updating BoardMaps. This role requires availability to work during evenings and weekends to facilitate the schedules of the Senior Leadership Team to meet the deadlines as required.

In this role, you will:

- Manage the preparation of Board and Committee agendas and materials: manage meeting logistics, meeting agendas, notifications, and report on outstanding agenda items for Board and Committee meetings
- Proofread and edit documents to ensure compliance with corporate and securities regulations
- Coordinate the collection, review and quality assurance of all documentation and materials sent from management to ensure timely delivery of materials to the Board and its Committees
- Oversee the administration of the electronic Board Portal, including being main point of contact with the portal service provider, BoardMaps
- Oversee the uploading of all Board and Committee meeting material on the Board portal
- Act as a liaison with Fundserv's legal representative, who acts as their Corporate Secretary and is responsible for the taking and preparation of meeting minutes, as well as record taking for the Board
- Contribute to developing the annual work plans for the Board and Committees by working with the Senior Leadership Team and overseeing compliance with the work plans
- Review and edit drafts based on overall flow, consistency of messaging and ensuring brevity
- Draft Board Resolutions as needed
- Obtains and files minutes from Board meeting, finalizes committee and Board minutes from previous meeting, posts final material in Teams and BoardMaps, manages action log, attendance and independent director pay
- Drafts workback plan, notice of meeting, draft and review resolutions and sends attestations for the Annual General Meeting

Why YOU are the person we're looking for

- Bachelors' degree in Communications or paralegal diploma an asset
- Governance in Practice Certification an asset
- Minimum of 5 years of related work experience
- Experience with board of directors, ideally as a corporate secretary or similar, and in communications for board of directors
- Experience working directly with senior leaders, including the CEO
- Experience within the financial services industry an asset
- Knowledge of legal terminology, procedures and minute taking
- Computer literacy with advanced skills in MS Office
- Skilled in the use of Adobe Creative Suites (InCopy, Photoshop, InDesign) and/or similar systems an asset
- Strong organizational skills with the ability to work independently on confidential matters
- Attention to detail is paramount to being successful in this role
- Great time management skills and prioritization skills
- Excellent verbal and written communication skills, and interpersonal skills
- Exceptional proofreading and editing skills
- Experience creating engaging content
- Passion for research, problem solving, and analyzing data
- Skilled in working and communicating with senior level executives, using tact, diplomacy and political acuity
- A positive & proactive approach
- Ability to work non-traditional hours