



2020-01-09

ENWIN Utilities Ltd. is currently accepting applications for the position of:

## **Governance and Records Coordinator**

The Governance and Records Coordinator is responsible for providing professional governance support to the Director Regulatory Affairs & Corporate Secretary. The successful candidate will be responsible for assisting the Director with corporate secretarial duties; providing recording secretary functions for the Boards of Directors and Committees of the Board of the ENWIN group of companies and the Windsor Utilities Commission; ensuring compliance with corporate records and information management; preparing and coordinating board agendas and recording minutes for board meetings; serving as a liaison in a highly confidential atmosphere between the senior executive team and the Shareholder, Boards, Commission, Committees and City of Windsor; supporting the Director Regulatory Affairs & Corporate Secretary in a highly professional manner and liaising professionally with the relevant stakeholders.

### **The successful applicant must have the following skills and competencies:**

- University Degree in Public Administration, Business, Communications or related field.
- Minimum three (3) years related experience.
- Courses and/or experience in corporate governance and experience as a recording secretary.
- Knowledge of Business Corporations Act (Ontario), Municipal Act, City of Windsor by-laws, and the Safe Drinking Water Act considered a valuable asset. Understanding of the TSX corporate governance guidelines also considered an asset.
- Excellent Organizational skills.
- Demonstrated ability to effectively and professionally communicate orally and in writing.
- Strong experience in scheduling, preparing meeting reports/agendas and recording minutes for meetings.
- Ability to work independently and take ownership of assigned tasks.
- Ability to prioritize incoming requests, ongoing projects and meeting deadlines.
- Fluent in various office software packages including Microsoft Office (Word, Excel and PowerPoint), Diligent Board Book software, OpenText/Document Management software and office email. Experience in the use of general office equipment.

Salary Range for Qualified Candidates: \$85,375 - \$94,861

Qualified applicants may submit their resume to the Human Resources department of ENWIN Utilities Ltd., or [recruitment@enwin.com](mailto:recruitment@enwin.com) up to and including **Monday, January 20<sup>th</sup>, 2020**. **Please quote File #EWU-20-01-006 on application.** Resumes submitted electronically will only be accepted in MS Word or PDF Format. Although all applications are appreciated, only those candidates selected for an interview will be contacted.

**ENWIN Utilities Ltd.  
Human Resources  
787 Ouellette Avenue  
Windsor, Ontario N9A 5T7  
or [recruitment@enwin.com](mailto:recruitment@enwin.com)**

ENWIN believes there is significant value in the diversity within our workforce and we are committed continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.