

Discover a better place to grow your career; a place that's caring, engaging and rewarding. We're proud of our diverse culture of trust and respect. It's a culture guided by solid leadership and collaboration from every member of our organization. With so many opportunities to choose from, you'll see why The Co-operators is the better place for you.

The Co-operators Group Limited is a Canadian-owned co-operative. Through our group of companies, we offer home, auto, life, group, travel, commercial and farm insurance, as well as investment products. Our co-operative values make us a different kind of insurance company—one built on honesty, hard work and concern for the communities in which we live and work. We've received many accolades, including being ranked among the 50 Best Employers in Canada by Aon Hewitt, and the Top 50 Socially Responsible Corporations in Canada by Sustainalytics and Maclean's magazine. As a member of our team, you'll be part of a big organization with a small company feel, working alongside a highly engaged group of people who are passionate about what they do. And you'll see why we believe The Co-operators truly is a better place to work.

Senior Manager, Corporate Governance & Reporting (Full-Time)

Location: 130 Macdonell Street, Guelph, ON

The Opportunity

The Co-operators is seeking a qualified Senior Manager, Corporate Governance & Reporting. This role contributes to governance excellence and effectiveness. The role provides leadership and management support to the development, planning and implementation of governance policies, processes and best practices and ensures effective Board/Committee/Management communication and relations.

Key responsibilities include:

- Research, reporting and disclosure
- Governance accountabilities: plan and lead meetings; including agenda, report/presentation planning and development
- Client Service: management co-ordination and support to the planning of the Office of the Corporate Secretary duties; ensure effective governance and communication among board/committee members
- Plans and Budgets for Senior Management and Board of Director approval
- Leadership, counsel, and advice to staff in the area of responsibility
- Maintenance of Corporate Records pertaining to governance policies and practices
- Project Management on special projects and company initiatives

Your Qualifications

- Completion of post-secondary education in Business, Communication or related field
- Minimum 7 years corporate/cooperative governance work experience
- Chartered Secretary Designation (ACIS or FCIS), Administrator (P. ADM) and MMCCU strongly preferred
- Strong project management and interpersonal skills
- Strong oral and written communication skills
- Bilingualism (French and English) is an asset

The Reward

- A full time position with one of the 50 Best Employers in Canada
- Opportunity for career development including education opportunities, continuous training and career planning
- Flexible schedules to manage work/life commitments including personal days off
- Commitment to staff wellness including a comprehensive employee assistance program
- A generous compensation package including a competitive salary, a pension and benefits program ranked in the Top 30 in Canada, share purchase and employee incentive programs and paid vacation
- Opportunity to give back to your community through paid volunteer days

Apply With Resume/Cover Letter to:

Lorie Mills; lorie_mills@cooperators.ca
130 Macdonell Street
Guelph, ON, N1H6P8

Applications Received By: April 28, 2016.

The Co-operators group of companies are committed to providing a work environment that is inclusive and free of employment barriers and discrimination. Accommodations will be made for qualified applicants with a disability throughout the recruitment process. If you receive a request for an interview which will require an accommodation to support your participation, please consult with the hiring manager as soon as practical so that suitable accommodations can be arranged.