

Position Title: **Assistant Vice-President & Assistant Corporate Secretary**

Company: **Sun Life Financial (SLF)**

Location: City, Province: **Toronto, Ontario**

Application Deadline: **Friday September 22, 2017**

Position Overview & Duties / Responsibilities:

Sun Life Financial (SLF) ranks among the largest North American life insurers with assets under management of C\$865 billion. Headquartered in Toronto with global operations, SLF is a public company trading on the TSX, NYSE and PSE. The company was founded with the purpose of helping its clients achieve lifetime financial security and well-being through a diverse range of protection and wealth products.

SLF is currently seeking a Corporate Governance Professional to join its team as **Assistant Vice-President & Assistant Corporate Secretary**. This role reports to the Vice-President, Corporate Secretary and will support Committees of the Board of Sun Life Financial (SLF) and Sun Life Assurance (SLA). The successful candidate will be responsible for: coordinating all aspects of Committee meetings, including the preparation of meeting materials, drafting minutes and liaising with various stakeholders to set agendas; supporting the Vice-President, Corporate Secretary with the execution of Board meetings; communicating with Directors and senior management in preparation of Committee and Board meetings; advising on and drafting materials related to pertinent legislative and regulatory regimes; and assisting with the preparation and monitoring of annual operating budgets.

The ideal candidate will have **5-10 years** of corporate secretarial experience with a strong understanding of corporate secretarial procedures and governance best practices. Exceptional written and oral communication skills as well as a demonstrated ability to work effectively with senior executives are critical competencies.

Competitive compensation and the exposure to a collegial and high-calibre team of professionals are among the many highlights which this opportunity offers. If you have the requisite skill-set, please contact in complete confidence Danya Cohen (a Canadian qualified lawyer) at RainMaker Group.

Contact Details: **Danya Cohen, danyac@rainmakergroup.ca**