

<b>Position Title</b>	Corporate Secretary Account Executive
<b>Company:</b>	Wiklow Corporate Services Inc. has been providing outsourced corporate secretarial services to public companies in the resource, financial and services sectors since 1996. We provide a broad range of services to assist public companies in meeting their regulatory compliance requirements, as well as keeping them up-to-date on relevant issues, policies and working practices.
<b>Location:</b>	Vancouver, British Columbia
<b>Application Deadline:</b>	September 7, 2017
<b>Position Overview:</b>	This job posting is for a part-time position with the potential for a full-time role. The successful candidate must have a minimum of five+ years of experience in a corporate secretarial or paralegal role and understand and embrace an entrepreneurial role. Excellent organizational and project management skills are required, as well as the ability to interact positively with other team members and clients. This position requires a good working knowledge of corporate and securities laws and policies and proven ability to guide companies with public company reporting requirements.
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Complete regulatory compliance and continuous disclosure filings and ensure filings are made in a timely manner</li> <li>• Prepare for annual meetings, including drafting of proxy material or proxy statement and arrange printing and mailing of proxy material</li> <li>• Coordinate public company filings with stock exchanges and securities commissions</li> <li>• Prepare Board and committee materials and take minutes of directors and committee meetings and dealing with matters arising therefrom</li> <li>• Prepare and maintain regulatory compliance calendars</li> <li>• Draft and maintain corporate governance materials, including all charters and policies</li> <li>• Maintain corporate records for public and private Canadian and US companies</li> <li>• Preparation of corporate resolutions, treasury directions and agreements and manage trading blackouts</li> <li>• SEDAR and SEDI filings</li> <li>• Any other corporate secretarial related matters</li> </ul> <p>Compensation will be negotiable and be based upon experience, qualifications, performance and leadership.</p>
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