

Corporate Secretary - Job No. 916

The Canadian Light Source Inc. (CLSI) is the national synchrotron research facility on the University of Saskatchewan campus in Saskatoon. This facility produces high intensity synchrotron light, millions of times brighter than sunlight, to explore the nature and structure of molecules and serves national and international users from academia, industry, and government institutions. CLSI is now accepting applications to fill a position for a Corporate Secretary.

Duties: Reporting to the Chair of the CLSI Board of Directors and the Chief Executive Officer, the Corporate Secretary is responsible for the administration and guidance of activities related to the CLSI Board of Directors. This includes:

- Coordinates of all aspects of Board and Committee meetings
- Prepares and distributes correspondence for the Board of Directors and completes necessary follow up resulting from correspondence
- Serves as an active information and communications link between the board and senior management
- Attends senior management meetings, manages meeting information and completes follow up as required
- Provides comprehensive corporate secretarial and governance advisory services to the Board, Committees, directors and senior management
- Is responsible for maintaining effective working relationships with the Board Chair, Committee Chairs, individual directors and senior management
- Prepares draft resolutions
- Produces clear, concise, articulate and timely communications
- Oversees and maintains the Board portal and website
- Maintains and safeguards CLSI corporate and legal documents, records and reports
- Coordinates and assists with the preparation of and files the corporate annual return
- Provides project coordination for a variety of special projects
- Facilitates the orientation and continuing education and professional development of Directors, with direction from the Governance and Nominating Committee
- Maintains a high level of confidentiality
- Ensures compliance with governing legislation, articles of incorporation and bylaws
- Ensures proper maintenance and storage of corporate records
- Other duties as assigned

Qualifications:

- Legal assistant diploma or minimum 5 years' experience as a Corporate Secretary, Legal Assistant or Senior Executive Assistant. An equivalent combination of education and experience may be considered.
- Knowledge of and experience working in corporate governance.
- Strong communication, organizational and project management skills.
- Proficient with Microsoft Office suite and Adobe programs
- Excellent notetaking, transcription, and computer literacy skills.

Remuneration: Remuneration will be commensurate with qualifications and experience. A comprehensive benefits package, including supplemental health & dental, life insurance, and vacation is part of a competitive compensation package.

To Apply: Interested individuals are asked to submit a resume along with references, in confidence, to jobs@lightsource.ca. Please quote job number 916 in the subject line of the email. Applications will be considered as of **April 18, 2018** and will continue until the position is filled. While all applicants are thanked for their interest, only short-listed candidates will be contacted.

Although first consideration will be given to citizens and Permanent Residents of Canada (in accordance with Canadian Immigration regulations) CLSI strongly encourages all qualified applicants to apply. CLSI is an equal opportunity employer and encourages members of designated groups (women, aboriginal people, people with disabilities and visible minorities) to self-identify on their applications.