



Employment Opportunity for Assistant Corporate Secretary

Canso Investment Counsel Ltd. is an established portfolio manager located in Richmond Hill, Ontario. We are looking for a dynamic and capable individual with **strong corporate secretary skills** to join our Finance & Corporate Operations team and support the Canso Group of Companies. Reporting directly to the Vice President-Finance & Corporate Operations, the Assistant Corporate Secretary position is a hands-on role providing administrative corporate services to multiple companies within the Canso Group of Companies. The successful candidate will assist the Corporate Secretary in organizing meetings, recording minutes, preparing documents and performing high-level administrative corporate secretarial activities.

In business since 1997 with excellent investment performance, Canso prides itself on a corporate culture of treating our clients, staff and colleagues with the highest respect and integrity. Our collegial atmosphere encourages professional development, initiative, teamwork and an entrepreneurial spirit.

We have fun, give back to our community and enjoy great group benefits and generous vacation time.

Duties & responsibilities for this position are:

- Attending and acting as recording secretary for directors and shareholder and/or committee meetings;
- Coordinating and preparing meeting materials - managing meeting logistics, meeting agendas, notifications, and reporting on outstanding agenda items;
- Assisting with preparing corporate resolutions, maintaining all registers, filing corporate records and processing of name changes;
- Drafting agreements (subscription and simple purchase and sale);
- Proofreading and editing documents to ensure compliance with corporate and securities regulations;
- Effectively handling time sensitive materials including share issuances, and regulatory compliance issues; and
- As directed by the Corporate Secretary, act as corporate liaison with regulatory bodies, transfer agent and external legal counsel.

Qualifications for this position are:

- Bachelors' degree or paralegal diploma would be an asset
- Minimum of 5 years of related work experience
- Knowledge of legal terminology, procedures and minute taking
- Strong organizational skills with the ability to work independently on confidential matters
- Attention to detail is paramount to being successful in this role
- Great time management skills and prioritization skills
- Computer literate with strong working knowledge of Microsoft Office, Excel etc.

Attributes which could make you a great fit for this position are:

- Self-motivated with a “can-do” attitude
- Strong interpersonal skills and a team player perspective
- Eagerness to learn and grow professionally, and to work in an entrepreneurial environment
- Excellent communication skills in English, both written and spoken

If you are interested in applying for this position, please submit your resume and cover letter by email only to: **ssumsion@cansofunds.com**. No phone calls, please. **Deadline for applications: Friday, July 30, 2021.**

Canso Investment Counsel Ltd. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.