



Executive Assistant, Corporate Affairs & Finance

Gore Mutual Insurance is looking for an experienced individual to support our Chief Compliance Officer/Corporate Secretary and Chief Financial Officer. The ideal candidate will be a proven and proactive self-starter with little need for direction. This person will be highly dependable, possess exceptional writing, editing and proofreading skills, and have the ability meet deadlines while remaining extremely organized and efficient.

Responsibilities:

- Calendar management, including scheduling meetings, coordinating visits with internal/external contacts, and making travel arrangements for the CCO & CFO.
- Prepare budget sheets, expense reports, cheque requisitions and other correspondence.
- Maintain corporate records, including director and officer lists, registers, legal updates and board and committee calendars.
- Organize and maintain centralized records in shared server folders.
- Assist Corporate Secretary/CCO with planning, scheduling and coordinating all Board related meetings.
- Assist the Corporate Secretary/CCO with the management of the RCM system.
- Administer regulatory filings on the RRS filing system.
- Coordinate and attend Business Unit Compliance Officer (BUCO) meetings and education sessions.
- Maintain contracts database.
- Administer and maintain business and insurance licences and records.
- Coordinate and maintain trademarks and records.
- Maintain broker loans and financing records.

Requirements for this position include:

- Minimum of five years' of experience in roles related to board administration, corporate secretary assistant, compliance and finance.
- Experience preparing board agendas, meeting minutes, D&O registers, and board materials.
- Experience administering online board portals (e.g. Diligent; Board Books).
- Knowledge and experience managing legal contracts and maintaining contract databases.
- Experience with handling regulatory filings and utilizing regulatory filing systems (e.g. RRS/SEDAR/SEDI).
- Knowledge of regulatory compliance for federally regulated financial institutions.
- Proactive in learning and applying new skills.
- Ability to adapt to changes in the work environment, managing competing demands and handling frequent change, delays or unexpected events.
- Proven ability to maintain confidentiality and manage sensitive data and information.
- Excellent attention to detail with the ability to prioritize tasks according to importance.
- Proficiency in MS Office (Word, Excel and Power Point) and strong PC skills.
- Ability to interact with business contacts, external advisors, regulatory authorities, government officials and outside parties in a confident, courteous and professional manner.

To apply please visit www.goremutual.ca/work-here/

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