

DSA Corporate Services – Account Coordinator to the Corporate Secretary

DSA Corporate Services – Canada’s leading corporate secretarial service provider for reporting issuers listed on the Toronto Stock exchange, the TSX Venture, the CSE exchange, including US and overseas exchanges is hiring for an **Account Coordinator** responsible for Continuous Disclosure and Compliance.

Position Overview

The position involves working in a team-oriented corporate environment. The successful candidate will be responsible for overseeing the continuous disclosure deadlines and compliance requirements for over 50 client companies. This full-time position located in Toronto. Some the responsibilities are:

- Board and Committee meetings: preparing notices and agendas and compiling and distributing board packages; preparing and circulating an annual calendar of board and committee meetings and other key dates
- Typing minutes from meetings attend by Team Leads
- Maintaining the minute books – hard copy and electronic versions, and respective minute book logs
- Preparing Board & Committee resolutions for Team Leads, and circulating to client directors
- Assisting in the planning of annual meetings for clients, also arranging for the printing & mailing of materials
- Creating annual meeting Chairman scripts and minutes
- Completing SEDAR and SEDI filings
- Completing regulatory filings such as TSX-V Forms (4G, 3C etc.); TSX SecureFile and CSE Forms
- Completing Federal and Provincial Forms
- Stock Option and Warrants; preparing stock option & warrant agreements
- Assist in managing stock option tables (Excel) with respect to grants, exercises and cancellations
- Preparation of Treasury Directions
- Performing other related duties as required by the President, Vice President or other team members

The successful candidate will:

- Designation from the Institute of Chartered Secretaries or College law clerk diploma
- 5 years’ experience working with directors and executive management in a business environment
- Mature professional with knowledge of the legal framework surrounding the corporate secretary function
- Knowledge and experience in dealing with corporate governance matters, Board meeting procedures
- Advanced skills in the dissemination of documentation in both hard and electronic copies
- Ability to meet multiple continuous disclosure deadlines
- 3 plus years’ experience handling SEDAR and SEDI filings
- Strong knowledge of TSX/TSX-V and CSE stock exchange requirements
- Knowledge of the role of the Transfer Agent
- Excellent communication skills
- Proficient with Microsoft office, especially Excel
- Superior time management skills, multi-tasking skills and the ability to manage priorities
- Strong client servicing and retention skills
- Interest in corporate secretarial practices

Contact:

Please email your resume with a covering letter to the attention of Jo-Anne Archibald, President at jarchibald@dsacorp.ca. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

More About DSA Corporate Services

DSA is a trusted name in the delivery of corporate secretarial services for reporting issuers listed on the Toronto Stock exchange, the TSX Venture, the CSE exchange, including US and overseas exchanges. For the last sixty years, through predecessor companies, DSA's experienced team has offered a full range of corporate secretarial services including board and committee minute taking, annual meeting planning, and SEDAR and SEDI filings to fulfill issuers' continuous disclosure obligations. In addition, DSA provides a complete range of services to private companies seeking to become public reporting issuers by way of capital pool companies (CPC), prospectus filing and reverse take-over. DSA is affiliated with Marrelli Support Services Inc. which provides outsourced accounting and bookkeeping, flow-through program administration, payroll tax reporting and Chief Financial Officer services. By providing this range of services, both DSA and Marrelli Support Services allow client companies to focus their time on building sustainable shareholder value.

For further information, please visit www.dsacorp.ca and www.marrellisupport.ca