

Canadian Society of Corporate Secretaries (CSCS)
BC Chapter and

Chartered Secretaries Canada

Position title: Corporate secretary

Company: group of private companies located on Vancouver Island

Location: Victoria, BC

Application deadline: July 14, 2014

Description of Companies: A group of privately owned companies which manage and develop properties.

Position overview: corporate secretary who answers to Managing Directors of companies and Board Chair

Duties/Responsibilities: maintain corporate records in conjunction with registered and records company, provide agendas, draft resolutions (including dividend resolutions) and minutes of meetings of directors and shareholders, assist in standardizing corporate governance within and among the companies; other duties which might develop within the companies.

Please send resumes and covering letters by e-mail to: apply@abcltd.ca