

DSA Corporate Services – Account Executive Corporate Secretarial

DSA Corporate Services – Canada's leading corporate secretarial service provider for reporting issuers listed on the Toronto Stock exchange, the TSX Venture, the CNSX exchange, including US and overseas exchanges, is hiring for an Account Executive responsible for an out-sourced Corporate Secretarial role.

Position Overview

The position involves working in a team-oriented corporate environment. The successful candidate will be responsible for minute taking, overseeing the continuous disclosure deadlines and compliance requirements for approximately 25 client companies. This full-time position located in Toronto. Work hours are flexible but the majority of time it will be from 9:00 am to 5 pm. 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
- Taking minutes at client Board and Committee meetings
- Understanding of planning an Annual Meeting and co-ordinating for the mailing of materials
- Attending Annual Meetings and taking minutes
- Overseeing stock option tables (Excel) with respect to grants, exercises and cancellations
- Preparation of Treasury Directions
- Maintaining the minute books
- SEDAR filings
- SEDI filings
- Regulatory filings such as TSX-V Forms (4G, 3C etc.); TSX SecureFile Forms
- Federal and Provincial Forms
- Performing other related duties as required.

The successful candidate will:

- 5 plus years' experience working with boards/committees
- Ability to meet multiple continuous disclosure deadlines
- Strong knowledge of TSX/TSX-V/CNSX and other US and overseas stock exchanges
- 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 J. Archibald 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 CNSX 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