



## **We are looking for an Executive Assistant – Corporate Governance to join our CPAB Team**

The Canadian Public Accountability Board is Canada's public company audit regulator, protecting the investing public's interests; a recognized source of timely reporting on auditor oversight and audit quality. We contribute to thought leadership initiatives on enhancing audit quality through resources, insights, outreach and communication. We also act as a catalyst for dialogue and engagement among key stakeholders on audit quality issues, domestically and globally.

We do important work; we need remarkable people on our team.

### **Who are we looking for?**

You are high-energy, responsible and dependable, well organized, pro-active administrative professional. You want to develop your career, contribute new ideas and make an impact. You are known to be naturally curious, technically savvy, and are an early adopter and champion of new areas in your field of expertise. A strong team player who possess a high degree of initiative, a positive attitude, diligence and ability to complete tasks, and a great sense of humour. We share a value in diversity – embracing different perspectives, experiences and people. Does this sound like you? If so, apply today!

### **What do you bring to the Role?**

- At least 5-7 years of related experience in supporting the board of directors and executives preferably within a professional service industry;
- Experience working with Corporate Secretary will be considered a strong asset;
- Exceptional verbal communication, written and presentation skills;
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel)
- Sound knowledge of Diligent Boardbooks or equivalent software;
- Experienced supporting multi-site operations;
- Proficiency in time management with the ability to balance competing demands while maintaining your professionalism;
- Solution oriented and customer focused;
- Ability to thrive in and contribute to an intellectually stimulating and ever-changing environment.

The following additional education and experience would be an asset in your role:

- College or University graduate in a related field;

### **What will you do?**

- Ensure the effective and efficient running of the board and its committees;
- In partnership with the CEO and General Counsel & Corporate Secretary you will have direct responsibility for the Board workplan, agendas, finalization of board materials, Chair's preparation and meeting notes, minutes, governance policies and by-laws;
- Submitting and processing Boards expenses, coordinate board members travel arrangements,

- Support the General Counsel in certain legal department tasks such as contract management and corporate filings, calendar management and other general duties as assigned;
- Provide support to the Sr. Director, Discipline & Enforcement as necessary;
- Partner within organization with the leadership team and other executive assistants on all matters related to the board meetings.

### Sounds Right?

If you'd like to make a difference to the future of the profession in Canada while taking your career to the next level, we should meet. Submit your resume to [careers@cpab-ccrc.ca](mailto:careers@cpab-ccrc.ca).

We invest in our people. As regulators, we need to stay on the leading edge of what is happening in our profession. We encourage team members to develop their careers by marrying their interests with the continuous improvement of our organization and the profession.

*Canadian Public Accountability Board is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.*