



## **Career Opportunity: Corporate Secretary**

The Port Alberni Port Authority (PAPA) is now accepting applications for the career opportunity of **Corporate Secretary**.

This challenging and dynamic opportunity will be highly rewarding to a self-motivated, positive team player with exceptional time management and attention to detail skills.

The role of Corporate Secretary includes conducting, coordinating, and overseeing technical, administrative and operational duties in support of the President & CEO and Board of Directors. This position will provide executive operations support, as well as the provision of varied and complex administrative duties.

The Corporate Secretary will be:

- Accountable for providing highly sensitive support to the President & CEO and the Board of Directors
- Responsible for coordinating all duties and records with regard to Official Languages, Access to Information and Privacy legislation, Info Source Chapter and Statistics Canada reports
- Act as a designated signing authority and;
- Other duties as per full job description

The successful candidate will have a superior level of applicable accreditation and experience in the required job duties.

A full job description can be found at: <https://papa-appa.ca/opportunities/employment-opportunities/>

PAPA offers a competitive salary of \$58,970.40 to \$69,376.95, as well as a comprehensive benefits package.

All qualified applicants must send their resume, along with cover letter and three reference by **Wednesday, July 27th, 2022 via email to:**

**Lisa Scherbarth, Manager of Administration and Properties**

[lscherbarth@papa-appa.ca](mailto:lscherbarth@papa-appa.ca)