



Toronto Pearson

For You. The World.

CORPORATE SECRETARY (7 – 10 years)

The Greater Toronto Airports Authority (GTAA) is the operator of Toronto Pearson International Airport. With 44.3 million passengers and over 450,000 aircraft moved through the airport in 2016, Toronto Pearson is Canada's largest airport, and North America's second largest international passenger airport. It is a hub for the movement of people and goods across the country, continent and around the globe. The focus of the GTAA is on growing Toronto Pearson's status as an international gateway, and its vision is: "To Be the best airport in the world. Making a difference, Connecting the world." While this vision is ambitious, it is strategically well positioned to make it a reality.

In order to assist with this growth, the GTAA has a well-developed Legal Department of 6 lawyers and an impressive 15-member Board of Directors comprised of professionals from the world of aviation and business, as well as local citizens. It is now seeking a Corporate Secretary who will be responsible for supporting the integrity of the GTAA's governance framework and to provide support to the GTAA Board and its Standing Committees. This role will be the primary liaison between the Board of Directors and Senior Management. In addition, the Corporate Secretary will be responsible for agenda preparation, Board paper preparation, recording minutes and managing the follow-up of actions arising from the Board and Committee meetings. This position is located at Toronto Pearson and will report to the VP, General Counsel, Governance, Corporate Safety and Security.

The ideal candidate will have a minimum of 7 – 10 years of experience in a legal or corporate secretarial role with acquired corporate governance experience. Experience with a public company would be preferred. Professionalism, excellent oral and written communication skills and diplomacy are essential to succeed in this role, as you will be reviewing Board papers and documents and dealing directly with the President & CEO, the Executive Leadership Team and the Board, including its Chair and Committee Chairs. Strong organizational skills and attention to detail, as well as the ability to build relationships, will also be of interest. As you will have one direct report and one indirect report, management and leadership skills will be required.

The GTAA is a unique place to work – it is growing and evolving to meet the changing needs of air travelers and to achieve its bold strategic goal. It values respect and integrity and offers an environment that allows for career development for enthusiastic employees. If you are interested in applying for this opportunity, please send your cv and cover letter to **Lorene Nagata** or **Lesa Ong** at **NagataCONNEX Executive Legal Search** at the contact information below.

*As this is an exclusive campaign with NagataConnex Executive Legal Search,
any resumes received from other sources will be forwarded to it.*

NagataCONNEX

EXECUTIVE LEGAL SEARCH

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