
Phone: 204-857-3415
Toll Free: 800-567-7721
Fax: 204-239-6655

749 Saskatchewan Ave E
PO Box 340 Stn Main
Portage la Prairie MB R1N 3B8



Facing the storm with you

Portage Mutual Insurance, a trusted property and casualty insurer located in Portage La Prairie, Manitoba is seeking an adaptable and conscientious individual to join the team. As **Assistant Corporate Secretary & Compliance Analyst**, you will support governance activities of the Board of Directors, their committees and serve as a key member of the risk compliance team.

You will work closely with the Corporate Secretary on the coordination, facilitation and recording of activities for the Board of Directors and their committees. The successful candidate will also work closely with the Chief Compliance Officer (CCO) on the implementation, maintenance and administration of the company's risk compliance activities.

You will have the option to work in a hybrid work environment; and will be an integral part of in-person Board of Directors and committee meetings.

Primary Responsibilities

Coordinates and administers key activities for the Board and Board Committee meetings:

- Assisting in the accuracy and integrity of meeting agendas.
- Leading the collection, review, compilation and uploading of electronic meeting package information to the Board Portal.
- Attending all Board and Board Committee meetings; accurately taking minutes and serving as corporate recording secretary.
- Implementing a reliable tracking system for the identification, monitoring, and follow-up of significant meeting topics or items.
- Supporting the Corporate Secretary on effective governance matters.

Assesses and enhances risk compliance activities including:

- Assisting in the assessment and adequacy of controls in adherence with our Regulatory Compliance Management framework.
- Development of reports for the Senior Management and Board on significant exposures, controls or action plans to manage or mitigate regulatory compliance risk.

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- Assist in enhancing the mechanism for internally tracking regulatory compliance requirements and the statuses thereon.
- Supporting the Chief Compliance Officer on regulatory risk management.

Required Skills:

- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.
- Excellent time management skills and ability to meet deadlines.
- Adaptable with a “thrive mindset” and ability to work in a fast-paced changing environment.
- Extremely proficient with Microsoft Office Suite (specifically Word, Excel, PowerPoint and Teams) with the ability to learn new or updated software.
- Ability to review applicable laws and regulations in conjunction with the company’s compliance requirements.

At Portage Mutual Insurance, we believe our people are the key to our company’s success and they are our #1 priority. We take pride in offering each of our employees a variety of company benefits that are competitive in today’s market, as well as our commitment to continual improvement in providing you with an opportunity to enjoy a challenging and rewarding work environment.

Benefits include:

- Competitive Compensation Package
- Health, Dental and Group Life Insurance Coverage
- Professional Development Opportunities
- Company Pension Plan
- Accumulation of paid personal time off in addition to vacation time.

Portage Mutual Insurance is committed to providing accommodations for people with disabilities during all phases of the recruiting process, including the application process. If you require accommodation because of a disability, we will work with you to meet your needs. If you are selected for an interview and require accommodation, please advise the HR representative who will consult with you to determine an appropriate accommodation.

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Portage Mutual Insurance has a Vaccination Policy that requires two vaccinations or routine COVID-19 testing.

To apply for this exciting opportunity, please submit your resume by **April 14th, 2022** to our Human Resources Manager at jash@portagemutual.com