



## **Job Posting: Corporate Administrator**

**Position:** Corporate Administrator

**Location:** Victoria, BC

**Type:** Full-time

**Reports to:** Managing Director, Highbury Asset Management Inc.

### **About the Role**

Highbury Asset Management Inc. is seeking a capable, detail-oriented **Corporate Administrator** to manage core corporate, legal-administrative, and property administration functions across a diverse group of privately held companies, trusts, and real estate assets.

This role is central to maintaining **corporate compliance, governance records, and administrative continuity** across the organization. It is a structured, process-driven position focused on accuracy, follow-through, and long-term stewardship of records and obligations to ensure corporate, legal, and property administration obligations are met consistently and accurately.

### **Key Responsibilities**

#### **Corporate Records & Governance**

- Maintain corporate and trust **minute books**, including annual updates and resolutions
- Prepare and file **annual reports** and annual director/shareholder minutes
- Coordinate the circulation, execution, and tracking of **signatures** for corporate, shareholder, and trustee documents
- Prepare **shareholder and trustee resolutions**, including dividend declarations
- Maintain and update **shareholder agreements** and corporate reorganization documentation
- Incorporate new companies and assist with the creation of new trusts
- Maintain transparency registers and other statutory records as required
- Track historical records relating to dividends, loans, and trust distributions

#### **Regulatory Filings & Systems**

- Manage filings and reporting through **BC Online, BCeID**, and related provincial systems
- Track and manage **BC Online account balances** and coordinate expense reporting to accounting
- Access and manage **Land Title** records, including pulling titles, mortgages, easements, and strata plans

- Prepare and submit required filings for regulated entities (e.g., LCRB reporting, pharmacy attestations)

### **Lease & Property Administration**

- Prepare and administer **commercial and residential leases**, including renewals and notices
- Track lease terms, renewal dates, and rent increase notices
- Support **residential tenancy administration**, including trailer park tenancy renewals and rent increases
- Assist with residential purchase and sale agreements, including offers to purchase
- Coordinate and track **insurance policies and renewals**

### **Property Tax & Assessment Support**

- Maintain property tax tracking and payment schedules
- Review **BC Assessment** notices and support appeal analysis annually
- Maintain centralized records for assessed values and tax obligations

### **Records Management**

- Maintain and organize physical and electronic corporate records
- Coordinate filing, retention, and secure shredding of legacy documents
- Maintain accurate indexes of where records are stored (physical and digital)

### **Financial & Administrative Support (Non-Accounting)**

- Maintain historical schedules relating to dividends, loans, and inter-entity balances
- Support trust accounting administration (CaseWare familiarity an asset, though activity is limited)
- Coordinate information flow to accounting for proper recording and reconciliation

### **Ideal Candidate Profile**

The ideal candidate:

- Has experience in **corporate administration, legal administration, governance support, or paralegal-style roles**
- Has experience with **BC Online, Land Titles, or similar registry systems** (or can learn quickly) and is comfortable managing **complex records across multiple entities**
- Is proficient with core business software, including Microsoft Office (Word, Excel, Outlook), Microsoft Teams, and experience using corporate records and minute book management software (for example, MinuteBox or similar platforms).
- Is highly organized, methodical, and detail-oriented
- Understands the importance of confidentiality, accuracy, and compliance
- Works well independently and follows established processes
- Is comfortable interacting with lawyers, accountants, regulators, and internal stakeholders
- Values stability, structure, and long-term contribution over variety or visibility

### **Work Arrangement**

- Full-time, office-based role in Victoria
- Regular business hours with predictable workflow cycles
- Periodic peaks around annual filings, renewals, and regulatory deadlines

### **Compensation**

**Salary Range: \$75,000 – \$85,000 per year**, commensurate with experience and qualifications. This range reflects local Victoria market rates for experienced corporate administrators and legal-administrative professionals and recognizes the responsibility associated with managing corporate records, regulatory filings, leases, and multi-entity administration.

### **Benefits include:**

- Extended medical and dental coverage
- Paid vacation and statutory holidays
- Access to confidential counselling and wellness support services
- A generous employee discount on grocery purchases
- Flexibility in scheduling, including the possibility of a **0.8 FTE arrangement** for the right candidate

This is intended to be a **stable, long-term role** with predictable workflows and a supportive work environment.

### **Why This Role**

This role offers the opportunity to be a **trusted steward of corporate and property records** within a long-standing, privately held business group. For someone who values precision, accountability, and continuity, it provides a stable and meaningful professional home.