

Position: Corporate Secretary

Status: Full-time

Location: Vancouver, BC

Start Date: ASAP

Working in a team-oriented corporate department and reporting to the head of the Corporate Department, the successful candidate will generally be responsible for helping to ensure the proper maintenance of a number of public companies and their subsidiaries, including the following:

- Board and Committee meetings: preparing notices and agendas and compiling and distributing comprehensive board packages; preparing and circulating an annual calendar of board and committee meetings and other key dates
- Act as recording secretary at all meetings of the Board and the various committees of the Board
- Maintaining the minute books of the Corporation and certain subsidiaries
- Preparing and circulating minutes of meetings and/or consent resolutions, as the case may be
- Maintaining a schedule of board and committee attendance and, in collaboration with the finance department, ensuring payment of directors' fees
- Update various organizational charts, and subsidiary registers
- Preparing an annual financial statement blackout calendar and circulating blackout notices, as required
- Maintaining the Corporation's corporate governance materials, including all mandates, charters and policies
- Manage the relationship with the Corporation's transfer agent, including the preparation of treasury orders
- Manage the Corporation's stock option and long-term incentive plans and, in collaboration with the finance department, maintain records required in respect of option grants, exercises and cancellations
- Preparation of contracts and agreements as may be required which may also include liaison with counsel
- Coordination of all aspects of the annual general meeting, including the preparation of annual meeting materials, annual board assessment questionnaires, etc.
- Preparing or assisting in the preparation of all continuous disclosure filings, including the Corporation's annual information form, and ensuring that such filings are made in a timely manner as prescribed by applicable securities and corporate legislation and stock exchange policies
- In collaboration with management and counsel, preparing financing documentation, including prospectuses and private placement-related documentation
- SEDAR/SEDI filings, as may be required
- Perform other related duties as required

The successful candidate will be a highly experienced corporate secretary with:

- 5+ years of relevant experience (securities and corporate), preferably with a Canadian publicly-traded company
- very strong knowledge of TSX-TSX-V stock exchange requirements – additional international exchange experience is beneficial
- excellent communication skills
- proficient with Microsoft Office programs
- superior time management skills, multi-tasking skills and the ability to manage work flow and priorities
- demonstrated experience recording accurate minutes of meetings
- solid drafting skills

Please e-mail your resume with a covering letter to the attention of Sandy Kansky at sandyk@namdo.com. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.