

Legal Assistant

Cenovus Energy Inc.

Calgary, Alberta

Application Deadline: November 15, 2010

Description of Company:

As a leader in enhanced oil and natural gas development and production, we're continuing a 40-year history in energy resource development. At Cenovus, we're committed to fresh, progressive thinking. To applying new ideas and new approaches to develop energy resources safely and responsibly. To making smart decisions, advancing technology, and continuously improving. We think that makes the future look pretty exciting. Working at Cenovus, you'll think so, too.

Position Overview:

The Cenovus Corporate Secretarial Group has a rewarding and challenging opportunity for a Legal Assistant. The successful candidate will provide administrative and paralegal support within the Corporate Secretarial team and will have responsibility for management and coordination of various projects and tasks.

This position requires excellent interpersonal and organizational skills with the proven ability to complete work both accurately and timely. As the successful candidate, you must be detail-oriented, able to multi-task, prioritize and work independently. You will function as an integral part of the Corporate Secretarial team, reporting to the Vice-President, Corporate Secretarial, and will interact regularly with a wide variety of professions and disciplines within Cenovus.

Responsibilities:

- support Legal Counsel by drafting, revising, scanning, and maintaining files related to continuous disclosure matters, including the management proxy circular, quarterly and annual reports, annual information form, form 40-F, news releases, and other public documents
- support Legal Counsel by coordinating due diligence, including organizing and maintaining a virtual database of information and materials and communicating with various Cenovus personnel to obtain documentation and information
- provide ongoing administrative support to Legal Counsel and other members of the team, including word processing, filing, board meeting preparation, annual meeting preparation, searches, research, and analysis of legal and stock exchange requirements in Canada and the U.S.
- provide assistance with respect to transactions, including scheduling, organizing and assisting with document drafting, organization and execution
- support Legal Counsel by reviewing Investor Relations presentations, corporate communications, company advertisements and various materials for posting on the external and internal websites for content, context, consistency, and compliance with applicable securities laws
- manage and coordinate special projects, including organization of group meetings and other functions as may be assigned from time to time
- assist with the implementation of a virtual and physical filing system
- coordinate responses to surveys relating to corporate governance and environmental performance
- provide backup support to the Group for SEDAR, EDGAR, SEDI and TSX filing

Qualifications:

- legally entitled to work in Canada
- legal assistant qualification or other administration courses
- 3 years of experience within a legal department; corporate / securities legal experience is an asset
- excellent written and verbal communication skills
- strong organization skills, attention to detail, and critical thinking skills
- proven team player with the ability to work independently
- outgoing, confident, and ambitious
- sound judgment in exercising confidentiality and discretion
- proficient in MS Office (Outlook, Word, PowerPoint, Excel)

Contact Details:

For your resume to receive the exposure it needs please apply online at <http://www.cenovus.com/>.

Immediately following successful submission of your online application, you will receive an online message confirming Cenovus's receipt of your resume. Due to the anticipated volume of applications we are unable to respond to telephone inquiries about the status of your application.