

**Paralegal and Board Liaison  
Internal / External  
Management Professional  
Limited Term – One Year  
ENMAX Corporation  
Reference: 625287  
Posted: April 22, 2010  
Closing Date: May 13, 2010**

**PEOPLE.** That's the power behind ENMAX Corporation. As Alberta's leading energy and utility provider, our employees are driving us into the future with innovative ideas, a collective spirit to excel, and a commitment to upholding the highest level of integrity in all we do. Exploring new technologies, implementing shared values and creating solutions for a more sustainable future are some of the ways ENMAX is making a difference.

**We know where we're going, want to come?**

As Legal Assistant to the Corporate Secretary, you will play an integral role in providing legal administrative support to the ENMAX Corporate Secretary. You will coordinate Board and Shareholder meetings including the meeting logistics, notices of meetings, and timely delivery of Board materials. You will also maintain a web-based electronic database of Board and Committee information and act as the first point of contact for the Board of Directors on administrative matters and support.

This role entails limited travel. The successful individual must also be highly available prior to upcoming Board meetings as well as during Board and shareholder meetings.

This position is a one year contract position.

**Is this challenge for you? Imagine the possibilities.**

**Major Responsibilities:**

- Assist in the maintenance of corporate records and preparing associated filings, including the ongoing maintenance of minute books for ENMAX and its related subsidiaries;
- Oversee travel arrangements for the Board of Directors and all meeting logistics for Board and Shareholder meetings;
- Maintain historical governance information, copies of meeting materials and minutes;
- Maintain web-based electronic database of board and committee information;
- Compile and submit information to payroll in connection with the payment of quarterly directors fees and retainers for the members of the Board of Directors;
- Submit expense reports on behalf of directors;
- Draft routine correspondence and word processing;
- Respond to general inquiries;
- Coordinate special projects, as required;
- Maintain files relating to Board, Board Committee and Shareholder meetings; and
- Provide administrative support to the Corporate Secretary, as may be required.

**Education Required:**

- Minimum 5+ years experience as a Legal Assistant or Executive Assistant that has had responsibility for the duties outlined above.
- Legal Assistant or Executive Assistant diploma from a recognized Post Secondary Institution

**Qualifications & Experience:**

- Proven ability to meet tight deadlines while ensuring high quality work standards;
- Ability to exercise sound judgment in regards to setting priorities and handling client requests;
- Proven ability to effectively handle confidential materials / issues;
- Demonstrated excellent writing and proofreading skills combined with a high degree of accuracy and attention to detail;
- Strong problem solving skills;
- Ability to handle multiple projects in a changing environment;
- Proven ability to be proactive and effective with minimal supervision;
- Exceptional inter-personal skills and diplomacy;
- Proven ability to foster strong relationships at the Executive and Board level;
- Superior proficiency in Windows-based office software applications (such as MS Word, Excel, PowerPoint, Outlook);
- Ability to learn quickly and adapt to changing situations and priorities
- Some legal knowledge and understanding of board functions are desirable.

**Did we mention the ENMAX Advantage?**

We offer competitive compensation including market leading time off provisions, a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre (offered from our ENMAX Place location 141 – 50 Ave. SE), free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

**Location:** 141 - 50th Avenue SE, Calgary, AB

**Note:**

- Successful applicants must provide proof of qualifications.
- This position requires the successful completion of a criminal background check. Two pieces of valid Government issued ID will be required.

**Please visit our website [www.enmax.com/careers/](http://www.enmax.com/careers/) to apply for this position.**