



## JOB DESCRIPTION

**Title:** Assistant Corporate Secretary (Part-time)  
**Reports to:** Chief Financial Officer & Corporate Secretary  
**Location:** Vancouver  
**Revision Date:** December 2013

The Assistant Corporate Secretary of Great Panther Silver Limited (the “Company”) will play the lead role in managing the filing and maintenance of key company policy documents, contracts, corporate records and the Company’s stock option plan. The Assistant Corporate Secretary reports to the Chief Financial Officer & Corporate Secretary.

The Assistant Corporate Secretary must have a high degree of integrity, professionalism, in addition to strong knowledge of corporate governance practices and corporate and securities regulatory reporting requirements. Strong communication and writing skills are also critical to this role. Time management skills, multi-tasking skills and the ability to manage work flow and priorities are also key requirements. A university degree and significant legal experience, preferably with a Canadian publicly traded company, are mandatory qualifications for the person in this role.

This is a part-time role requiring approximately 24 per week. The role also requires some flexibility in schedule as there may be periods which require more than a 24 hour work week. Please note that no relocation assistance will be provided.

**Qualified candidates can send their CVs to [financecareers@greatpanther.com](mailto:financecareers@greatpanther.com). Please cite Assistant Corporate Secretary in the subject line.**

### Key Responsibilities

- Prepare and circulate Board of Directors’ consent resolutions
- Draft proposed resolutions for Board and Committee meetings
- Assist in the preparation of Board and Committee materials such as agendas and minutes
- Prepare and circulate annual calendar of board and committee meetings and other key dates
- Maintain corporate records and seals of the Company and its subsidiaries
- Draft and maintain the Company’s corporate governance materials, including all mandates, charters and policies
- Liaise with the Company’s transfer agent and prepare treasury orders
- Coordinate the administration of the Company’s stock option plan with the Company’s finance team and maintain records of option grants, exercises and cancellations using StockVantage software



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- Generate stock option certificates and work with Human Resources to compile option grant recommendation
- Complete continuous disclosure filings and ensure that the filings are made in a timely manner as required by the applicable securities legislation and stock exchange policies
- Coordinate the Annual General and Special Meetings of the Company, including the preparation of the information circular, scrutineer arrangements and preparation of minutes
- Liaise with directors and officers to advise of reporting requirements with respect to insider trading and file SEDI Insider Reports
- Assist in the preparation of contracts and agreements as may be required which may also include liaison with legal counsel
- Organize and maintain database of the Company's contracts and agreements

### **Requirements**

- University degree and significant corporate legal (minimum 5 years) and securities experience, preferably with Canadian publicly traded companies
- Courses, education and/or experience in corporate governance
- SEDAR, EDGAR, SEDI, TSX SecureFile, BC Online and StockVantage training and experience
- Excellent written and verbal communication skills
- Strong capabilities with Outlook, Excel and Word
- Strong analytical, organizational and problem solving skills
- Ability to prioritize and meet deadlines
- Demonstrated success in establishing cooperative working relationships, both internally and externally
- Strong attention to detail
- Ability to work independently and take ownership of assigned tasks
- Knowledge of Spanish is an asset
- Experience in mining sector, particularly with a mining company listed on the TSX and NYSE MKT is valuable