

Do you have a lot to offer? So do we...work in an energy efficient building situated on the banks of the Yukon River, a respectful and positive environment, challenging and fast-paced work, competitive salaries, excellent benefits and generous northern and travel allowances. So take the next step in your career path and join our team of skilled and dedicated employees.

**Corporate Secretary**  
**Permanent – Full Time Position**  
**Yukon Energy Corporation**  
Whitehorse, Yukon

This is an excellent opportunity for a skilled professional to join our corporate team. You will be a highly experienced and committed individual looking for a dynamic and fast-paced work environment. You will work closely with the Board of Directors in areas such as corporate compliance and regulatory matters and assist with the efficient running of board meetings. As well you would provide support to the President & CEO and the Sr. Management team and act as the Yukon Access to Information and Protection of Privacy coordinator.

You will need a university degree (law or business preferred) or successful completion of paralegal education at a community college and several years' related experience as a corporate secretary and/or paralegal or legal assistant in a law firm or in-house legal environment. You will bring a high degree of professionalism, excellent communication, organizational and computer skills to this position.

For more information please visit [www.yukonenergy.ca](http://www.yukonenergy.ca). To apply, submit a covering letter and resume by 5:00 pm **October 30, 2014** to Human Resources via fax to (867) 393-5334 or email us at [hr@yec.yk.ca](mailto:hr@yec.yk.ca).

We appreciate all responses; only short-listed candidates will be contacted.