



Corporate Office

CAREER OPPORTUNITY

ATCO Group, with more than 8,800 employees and assets of approximately \$13 billion, delivers service excellence and innovative business solutions worldwide with leading companies engaged in Structures & Logistics (manufacturing, logistics and noise abatement), Utilities (pipelines, natural gas and electricity transmission and distribution), Energy (power generation, natural gas gathering, processing, storage and liquids extraction), and Technologies (business systems solutions). More information can be found at www.atco.com.

The ATCO Group Corporate Office has an exciting employment opportunity for the following position in the Corporate Secretarial Department in Calgary, Alberta:

CORPORATE SECRETARIAL ASSISTANT
--

This full-time position offers an opportunity to be part of a team responsible for ensuring ATCO and its subsidiaries worldwide comply with applicable corporate legislation, and to develop and continually improve ATCO's best corporate secretarial practices.

Responsibilities:

- Maintain physical and electronic corporate records, including updating the GEMS entity management database;
- Prepare and file annual returns and any additional filings for various regulatory authorities;
- Prepare shareholder and director resolutions for regular matters such as election of directors, appointment of officers, approval of financial statements, standard banking authorities and dividend declarations;
- Maintain corporate structure chart, director and officer listings etc;
- Assist Manager with corporate restructuring, incorporation and dissolution of companies;
- Assist with Board and Committee meeting preparation, as required;
- Provide additional support to the Department as needed.

Education/Experience Requirements:

- Relevant experience in a public company's Corporate Secretarial/Legal department or law firm;
- Advanced skills in Microsoft Office (Word, PowerPoint, Excel, Outlook);
- Experience of a legal entity database essential, preferably Computershare's GEMS entity database;
- Self-motivated to work independently with a high regard for accuracy, attention to detail and confidentiality;
- Strong organizational skills are essential with the ability to prioritize multiple projects, meet deadlines and work under pressure;
- Excellent written and verbal communication skills and the ability to liaise with all levels of management;
- Must be able to work effectively in a team environment;



Corporate Office

- Flexibility and willingness to undertake a variety of assignments and to work outside regular office hours on occasions;
- Experience of CORES, SEDI or SEDAR would be an asset.

Interested candidates should submit their resume to ATCO Careers at www.atcocareers.com quoting competition number #70-12-92600-082412 by September 21, 2012.

We would like to thank everyone for their application; however, only those being considered for the role will be contacted.

By submitting your resume and personal information to the ATCO Group of Companies, and/or participating in a personal interview, you acknowledge and consent to the collection, use and disclosure of your personal information by the ATCO Group of Companies to determine your suitability for employment opportunities within the ATCO Group of Companies.