

## **Assistant Corporate Secretary**

**Req ID:** 4644

**Department:** Law and Risk Enterprise

**Job Type:** Full-time

**Location:** Calgary AB,

**Country:** Canada

**# of Positions:** 1

**Job Grade:** Stratum 3

**Deadline to apply:** July 17, 2011

Location to apply: [www.cpr.ca](http://www.cpr.ca), Only applications submitted via the Canadian Pacific website will be considered.

### **JOB DESCRIPTION:**

The purpose is to support the Corporate Secretary deliverables as prescribed by the company By-laws, the Board of Directors, or as delegated by the Senior Counsel Corporate and Corporate Secretary.

### **JOB RESPONSIBILITIES:**

- Work with Corporate Secretary to coordinate arrangements for the CP Annual Shareholder Meetings.
- Assist Corporate Secretary to maintain information flow to the Boards of Directors with regard to news releases, analyst reports, special issues and follow-up matters from meeting to meeting.
- Ensure the preparation and filing, on behalf of all directors and senior officers of the Corporation, of insider trading reports concerning the trading in securities of the Corporation and its subsidiaries.
- Assist Corporate Secretary to manage the Corporate Secretarial staff and Transfer Agents in handling all shareholder inquiries and issues for optimal performance.
- Assist Corporate Secretary with corporate statutory and regulatory filings, annual returns and reports in the relevant reporting jurisdictions, for the Corporation and its subsidiaries.

### **JOB REQUIREMENTS:**

- Law degree. Member in good standing of the Law Society of Alberta. Minimum five years' legal practice with private law firm or corporate law department.
- Managerial leadership practices.
- Significant previous direct involvement and experience in corporate governance matters.
- Corporate/commercial law and securities laws relating to disclosure and insider trading/reporting.
- Excellent organizational skills.
- Ability to make quick & accurate decisions and to give attention to detail.
- Superior written & oral communication and strong interpersonal skills.
- High degree of motivation and initiative, and an ability to act independently.
- Influence skills.
- Demonstrated ability to work effectively cross functionally.

- Managerial leadership skills including Team management skills.
- High tolerance for working under pressure