

Corporate Manager

DESCRIPTION

The corporate manager will manage compliance for the company's listing on the Toronto Stock Exchange and will oversee compliance for the company's listing on the Hong Kong Stock Exchange. The Corporate Manager will be based at the company's Vancouver office and will report to the Executive Vice President and Corporate Secretary. The Corporate Manager will provide corporate compliance and regulatory and securities services to a group of public and private companies and will be responsible for all matters relating to the company's compliance department.

DUTIES & RESPONSIBILITIES

- Provide corporate compliance, regulatory and securities services
- Responsible for TSX, SEDAR, SEDI and BC Corporate Registry filings
- Manage compliance for all securities regulatory deadlines
- Draft all material for shareholder meetings, regulatory and continuous disclosure documents including Annual Information Form, material change reports, certifications for financial statements; material for special transactions; director and officer questionnaires; draft employment contracts and consulting contracts
- Arrange and facilitate Board, Committees, Independent Director and Shareholder meetings
- Responsible for taking minutes for Board, Board Committee and Shareholder meetings
- Manage trading blackout schedule
- Maintain share capital registers and maintain stock option agreements
- Maintain record books and prepare all consent resolutions
- Prepare and maintain procedures to ensure compliance with securities legislation, internal controls and corporate governance best practices
- Responsible for all communication and correspondence with respect to the position
- Benefits administration including applications for new hires and ongoing program maintenance
- Prepare and maintain policies and procedures for human resources and office administration

REQUIRED QUALIFICATIONS

- 5 plus years related experience within a corporate department working with public companies
- Experience with dual listings an asset (preferably TSX and HKEx)
- Above average communication skills with excellent spoken and written English
- Strong knowledge of Word, Excel, and Outlook
- Knowledge of regulators' web databases (Securities Commissions and Stock Exchanges)
- People-skilled, dynamic, organized, autonomous
- Team player with a clear affinity for continuous quality improvement
- Competitive salary
- Employer paid benefits package effective the first day of employment
- Vacation entitlement of 3 weeks per year
- Excellent working environment - Monday – Friday - 8:30 a.m. to 5:00 p.m. with a one hour lunch break

DESCRIPTION OF COMPANY:

China Gold International Resources Corp Ltd is based in Vancouver, BC, Canada and operates both the CSH Gold Mine in Inner Mongolia, and the Jiama Copper-Polymetallic Mine in Tibet Autonomous Region of China. CGG's objective is to continue to build shareholder value by growing production at its current mining operations, expanding its resource base, and aggressively acquiring and developing new projects in China and internationally. The Company is listed on the Toronto Stock Exchange (TSX: CGG) and the Main Board of the Stock Exchange of Hong Kong Limited (HKEx: 2099).