

**Executive Assistant, Board of Directors
Internal / External
Management Professional
Limited Term, 14 Months
ENMAX Corporation
Reference: 674067
Posted: March 2, 2012
Closing Date: March 13, 2012**

PEOPLE. That's the power behind ENMAX Corporation. As Alberta's leading energy and utility provider, our employees are driving us into the future with innovative ideas, a collective spirit to excel, and a commitment to upholding the highest level of integrity in all we do. Exploring new technologies, implementing shared values and creating solutions for a more sustainable future are some of the ways ENMAX is making a difference.

We know where we're going, want to come?

This executive assistant plays an integral role in providing support to the ENMAX Board of Directors and Corporate Secretary's office. A professional and thoughtful mindset, "how can I help" attitude, along with outstanding administrative and organization skills will be excellent attributes for this position.

Is this challenge for you? Imagine the possibilities.

First point of contact for the Corporate Secretary's office on all administrative matters responsible for carrying out complex preparations for various Executive, Board and Shareholder meetings including logistics, notices and ensuring the timely delivery of related materials in electronic format.

Major Responsibilities:

- Assist in the maintenance of corporate records and preparing associated filings, including the ongoing maintenance of minute books for ENMAX and its subsidiaries;
- Oversee meeting logistics for various Executive, Board and Shareholder meetings and travel arrangements for the Board of Directors;
- Maintain web-based electronic database and archives involving Board and Committee information, including historical governance information, meeting materials and minute records;
- At the direction of the Corporate Secretary, undertakes research projects involving the collection of governance-related information and benchmarking data;
- Provides administrative support to the Corporate Secretary;
- Compiles and submits information to payroll in connection with the payment of quarterly directors fees and retainers for the members of the Board of Directors;
- Draft routine correspondence and word processing;
- Submit expense reports on behalf of Directors;
- Maintain files relating to executive, Board, Board Committee and Shareholder meetings;
- Respond to general inquiries.

The successful individual must also be available prior to and during various Executive, Board and Shareholder meetings that occur over the course of the year.

This position will entail limited travel and may involve brief periods of extended hours when preparing for Board proceedings (approximately five-six times per year).

Education Required:

- Paralegal diploma, governance designation or university degree (e.g. business, communications).

Qualifications & Experience:

- Minimum 8 years administrative experience. 5 years experience as a senior legal assistant or executive assistant that has had responsibility for some or all duties outlined above; Supplemented with a minimum 3 years experience in providing administrative support to a Corporate Secretary, Board of Directors and/or its committees;
- Solid understanding of corporate governance principles and practices will be highly valued;
- Savvy technology skills and experience working with governance software (portal software) will be highly valued;
- Excellent technical skills using Microsoft Office, Visio, PowerPoint, Adobe Professional.

Personal Qualities:

- Clear results orientation and strategic problem solving skills;
- Sound judgment, discretion, experience working for and with executives and board members; and
- Confidential in all matters with an impeccable work ethic.

Did we mention the ENMAX Advantage?

We offer competitive compensation including a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre (upon availability, offered from our ENMAX Place location 141 – 50 Ave. SE), free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

Location: 141 - 50th Avenue SE, Calgary, AB

Note:

- Successful applicants must provide proof of qualifications.
- This position requires the successful completion of a criminal background check. Two pieces of valid Government issued ID will be required.
- Two professional references will be requested

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