



Senior Legal Assistant

About IMAX Corporation

IMAX Corporation is one of the world's leading entertainment technology companies, specializing in immersive motion picture technologies. The worldwide IMAX network is among the most important and successful theatrical distribution platforms for major event Hollywood films around the globe, with IMAX theatres delivering the world's best cinematic presentations using proprietary IMAX, IMAX® 3D, and IMAX DMR® technology.

IMAX Corporation hires individuals with diverse talents and backgrounds who are creative, entrepreneurial, innovative and passionate. We offer a challenging work environment operating in a global context, a competitive compensation and opportunities for development and growth. By welcoming diversity and respecting the value of work and lifestyle balance, IMAX has earned a reputation as a preferred employer.

Reporting to the Chief Administrative Officer and Secretary to the Board, this position requires a professional demeanor, excellent telephone manner and ability to work with demanding high level executives and external Board members. The successful candidate will be action oriented and utilize superior organizational skills to set up and manage meeting and appointment calendar across multiple time zones, make/track travel arrangements, facilitate conference calls, prepare reports and assist with coordinating and creating presentations. You will be well organized, flexible and enjoy the administrative challenges of supporting a senior executive and calm under pressure. Strong technical skills in MS Office and Outlook and familiarity with electronic communication devices are required.

Key Responsibilities:

Secretarial/Administrative Support to Chief Administrative Officer

- assist in maintaining CAO calendar, email, schedule meetings and organize communication technology as required
- Schedule and oversee travel arrangements
- manage expense reimbursement, enter and process expense reports in a timely manner
- preparation and review of documents submitted for corporate signature
- prioritize incoming correspondence and inquiries general correspondence, transcription, etc.
- daily mail, evaluate and prepare research, first draft response accordingly
- maintain contact addresses, mailing lists, etc
- co-ordinate meeting schedules
- co-ordinate conference calls
- management of memberships, conferences
- monitor the Law Society's annual CLE requirement, research opportunities and ensure annual requirements for attendance are met

Secretarial/Administrative Support to Corporate Secretary, Board of Directors & Board Committees

- deliver superior administrative and support services by maintaining scheduling for Board and committee meetings and communicating scheduling changes to Board members and/or admin assistants
- responsible for all logistics of board and committee meetings (average 9-12 per year) including location set up and communication technology bookings and smooth operation
- administration of all correspondence to Board or Committees, including maintaining current and historical directories
- drafting of notices, agendas, minutes and resolutions
- coordinate travel arrangement for board members
- assist with maintenance of formal corporate records (minute books etc)
- maintain Board compensation records (process entitlements and/or payments of annual retainer, options, meeting fees and expense reports)

- responsible for content, production and distribution of annual updates for Directors' Manuals, committee Charters, Governance Guidelines, Whistle Blower Policy and Protocol documents
- responsible for interface with EthicsPoint and administration of Whistleblower Policy

Litigation

- general correspondence
- research tasks, responding to discovery requests
- meeting logistics
- responsible for litigation files

Annual Meeting of Shareholders

- assist with AGM planning, logistics and delivery

Option Plan Administration

- process option transactions when Director, Legal Affairs is unavailable

General Administration

- procedures - development and documentation - creation/updating of procedure manuals relating to job duties
- file management (computer and paper)

Other Duties

- Other duties and special projects as assigned or required from time to time

Requirements:

- 7+ years of relevant experience
- Strong communication, clerical and administrative skills
- Able to manage multiple tasks from multiple sources
- Excellent organization skills
- Professional, poised and energetic

For consideration, [please apply online](#) at imax.com. We thank all applicants for their interest in IMAX but only those selected for an interview will be contacted.

IMAX is an Equal Opportunity Employer.