

Position Title: Senior Corporate Legal Services Advisor
Company: Canexus Limited
Location: City, Province: Calgary, Alberta
Application Deadline: March 4, 2011

Description of Company:

Canexus Limited is the administrator of Canexus Income Fund, a chemicals manufacturing company with head office in Calgary, Alberta. Canexus manufactures and markets chemicals in a manner that delivers excellence and value to all of our stakeholders, all of the time. The Canexus difference is integrity, experience, creativity and energy. Canexus is a chemical company with five plants across North and South America, more than 400 employees, and an outstanding record in health, safety and performance based upon the Responsible Care® management system. We continue to aggressively grow existing facilities as well as pursue new international opportunities in South America. With a proven track record, we are performance unleashed.

Canexus is headquartered in Calgary, AB and manufactures and markets inorganic chemicals including sodium chlorate, chlorine, caustic soda and hydrochloric acid. Canexus is one of the world's largest producers of sodium chlorate, used as an environmentally-preferred bleaching agent in the pulp and paper industry; we also produce chlor-alkali products for a variety of market applications.

Canexus is looking to hire the following position in their Calgary Head Office: **Senior Corporate Legal Services Advisor**

Job Duties / Responsibilities:

- ◆ Manage Board and Committee process and logistics, including
 - coordinate, prepare and distribute Board Materials
 - flag issues needing the Board's attention (for consultation or decision) and ensure these issues move forward in a timely manner
 - prepare Board and Committee material, including coordinating receipt of information from senior management, revising, copying and distributing material to board members.
 - Coordinate all aspects of Board, Committee and Unit Holder meetings
 - Arrange for payment of director fees and retainers.
- ◆ Liaise with the President, CFO, VP, General Counsel & Corporate Secretary and other Senior Management members, including
 - set agendas and prepare for Board and Committee meetings
 - liaise and interact with Board Chair and Committee Chairs to obtain approval for agendas
 - send notices of meetings to directors
 - liaise with the President and with Department Heads to confirm or validate agenda items and action items.
 - Report on outstanding agenda items and take action to ensure information is recorded and distributed in a timely manner
- ◆ Manage and maintain relationships with Board members in order to better perform required activities
 - act as liaison between Directors and the VP, General Counsel & Corporate Secretary
 - plan off-site Board activities in conjunction with directors, President and Executive Assistant to the President and relevant Canexus staff as needed.

- in conjunction with the VP, General Counsel & Corporate Secretary, interpret Board Mandate and Committee Mandates to determine appropriate party to make decisions.
- ◆ Manage the Trust Unit Incentive Plan (TUIP) and Director's Deferred Trust Unit Compensation (DTUC) plan including
 - entering distributions and market price on a monthly basis,
 - preparing statements for directors on a quarterly basis,
 - performing legal functions in the exercise of options,
 - monitor and review government regulations for securities laws on insider trading and reporting to ensure that Canexus is aware of all new requirements, including making any necessary changes and informing necessary personnel,
 - update Trading in Securities Policy,
 - monitor Securities Trading Line on a daily basis
 - issue quarterly blackout notices and semi-annual reminders to Canexus employees in regards to their responsibilities under Trading in Company Securities Policy (in three languages, Quebec French, Brazilian Portuguese and English)
- ◆ Prepare and file regulatory filings for SEDI and for TSX, including Form 1, Form 3 and Form 5 and complete monthly internal reporting on total outstanding units and notional bonus rights.
- ◆ Liaise and maintain communications, as required, with transfer agent for Canexus Income Fund, Canexus Limited Partnership and regulatory authorities.
- ◆ Act as Agent for Insiders of Canexus, including
 - filing Insider Reports on SEDI for purchases and sales and/or grants,
 - ensuring all DRIP participants provide details for annual filings,
 - annually provide Statements,
 - obtain and track sign-off on accuracy and completeness of filings,
 - calculate and file accumulations under Insiders participating in Scotia McLeod savings plan,
 - provide accurate information on unit holdings for public disclosure.
- ◆ Manage integrity training process, including
 - coordination of notices to employees,
 - monitoring completion of training,
 - prepare reports to Senior Management, the Board and Committees.
- ◆ Manage and renew all outstanding Powers of Attorney for Canexus and its subsidiaries.
- ◆ Prepare Indemnity Agreements and other confidential agreements as required.
- ◆ Assist VP, General Counsel & Corporate Secretary with drafting and revising Information Circular disclosure, including all the trust unit options, unit ownership and directors deferred trust unit calculations for directors and executive management.
- ◆ Perform other related duties as required.

Education / Experience Requirements:

- ◆ Paralegal designation or equivalent training/experience with a minimum 5 years or more experience as a paralegal within a law firm, securities firm or in a public company.
- ◆ Board of directors experience in public or private company
- ◆ Proven ability to effectively handle confidential materials/issues and protecting confidentiality
- ◆ Exercise good judgement in recognizing scope of authority
- ◆ Proven decision making and problem solving skills
- ◆ Detail oriented, professional, proactive and dedicated
- ◆ Flexible, highly responsive and results oriented with ability to handle multiple projects in a fast-paced ever changing environment
- ◆ Excellent verbal and written communication skills
- ◆ Superior computer skills, specifically in Word, Excel and PowerPoint

If interested please submit resume and covering letter to:

Traci Reiss, Senior Human Resources Advisor
Canexus Limited
Email: traci.riess@canexus.ca

Only the candidates selected for an interview will be contacted.