

Jura Energy Corporation is an international energy company engaged in the exploration and development of petroleum and natural gas with activities conducted exclusively in Pakistan. Jura conducts its business in Pakistan through its wholly-owned subsidiary, Frontier Holdings Limited.

Job Description for Corporate Secretary / Office Manager

Position Summary:

Reporting to the CEO, and working with the Board of Directors and management, the Corporate Secretary/Office Manager will have a diverse range of responsibilities.

Key Duties & Responsibilities:

Corporate Secretarial

- Oversee regulatory compliance with securities commissions, stock exchanges and corporate registry (annual returns)
- Oversee preparation of continuous disclosure documents, including annual information form and management proxy circular, and other regulatory filing requirements
- Coordinate SEDAR and SEDI electronic filings, and payment of all related regulatory and agency fees
- Maintain corporate files, minute books and records
- Assist with the development of board and committee mandates
- Assist with the development of corporate policies
- Schedule board and committee meetings
- Prepare notices of meeting, agendas, and Chairman's meeting scripts
- Assist with preparation of information for board and committee meetings
- Compile and distribute board meeting information packages
- Attend board and committee meetings and record minutes
- Prepare resolutions and minutes of meetings
- Coordinate with the Transfer Agent on all matters relating to Shareholder mailings, and the annual meeting
- Attend Shareholder meetings as Secretary, prepare script for Chairman, and record minutes

Office Management

- Drafting correspondence, press releases, memos and regulatory filing documents
- Payroll – Ceridian Powerpay – payroll submitted semi-monthly through internet approximately 5 days before pay day
- Benefits administration
- Update website as needed – press releases, financial statements, ensuring all information is current
- Manage off-site storage of company documents – Canada and US
- Accounts payable data entry and cheque preparation
- Travel planning
- Open and sort mail

- Filing
- Track and order office supplies
- Maintain office equipment – photocopier, fax, servers, printers, etc.

Skills & Abilities Required:

- Solid understanding of financial statements, capital markets and investment practices
- Understanding of the oil and gas business
- Excellent problem solving skills
- Strong moral character with sound judgment
- Ability to maintain confidentiality
- Solid work ethic and motivated self-starter
- Excellent written and verbal communication skills
- Organizational, planning, and time management skills
- Team player who can work well under pressure and strict deadlines
- Analytical skills to track and provide insight on business and market issues
- Ability to collaborate with management across all departments
- Advanced knowledge of MS Word, Excel and PowerPoint
- Understanding of basic accounting procedures, experience with accounting programs
- Maintain a sense of humour and balance

If interested in this position, please submit your resume and a covering letter to careers@juraenergy.com. Only the candidates selected for an interview will be contacted.