

Position Title: Corporate Secretarial Administrator - Maternity Leave

Company: Kinross Gold Corporation

Location: Toronto, Ontario

Application Deadline: 23 June 2013

Description of Company: Mining – Precious Metals

Position Overview:

Responsible for administrative services related to a broad range of corporate secretarial and securities matters, including coordinating Board and shareholder materials for parent company and subsidiaries, preparing and maintaining minute books for parent and subsidiary companies, completing Canadian and U.S. securities filings, assist with preparation or annual shareholders' meeting documents and assisting with other legal matters as they arise.

Duties / Responsibilities:

- Coordinates public company filings required by the Toronto Stock Exchange, Canadian securities commissions and U.S. Securities and Exchange Commission, including coordination of SEDAR and SEDI filings
- Contributes to the preparations for the annual shareholders' meeting, including preparation of the timetable, regulatory filings, mailing of meeting materials, liaising with transfer agent/scrutineer, and preparation of minutes
- Assists with the preparation of the Management Information Circular.
- Assists with the preparation and filing of continuous disclosure documents
- Completes corporate compliance filings in various jurisdictions for the parent company and its subsidiaries (annual returns, extra provincial registrations, etc.)
- Maintains minute books and corporate seals for parent company and subsidiaries
- Acts as primary Corporate Secretarial contact for matters relating to subsidiaries
- Assists with matters related to parent company Board of Directors and Committees, including scheduling and notice of meetings, preparation of Board and Committee materials
- Assists in managing trading blackouts, including communicating timing of blackout, coordinating trading authorizations, advising directors and officers of regulatory filing requirements and assisting with or completing such filings
- Liaises with Legal, Tax, Finance, Treasury and Investor Relations etc. with respect to corporate and securities matters, including incorporation and dissolution of new subsidiaries
- Drafts and arranges for execution of corporate documents (e.g., resolutions, consents, certificates of incumbency, officer's certificates, notarial certificates, authorizations, powers of attorney, etc.)
- Maintains corporate records for subsidiary entities on the Global Entity Management System.
- Manages and maintains records on corporate Datasite

Minimum Qualifications & Skill Requirements

- University Degree and related professional certifications (i.e. Institute of Chartered Secretaries and Administrators)
- 5-7 years of related experience
- Exceptional interpersonal communication (written and oral) skills
- Thorough operational knowledge of office equipment and machines
- Computer literate and competency in word processing, data entry, spreadsheets and basic presentations

Additional Qualifications & Skill Requirements

- Ability to work independently under general direction
- Ability and willingness to exercise independent judgment under general direction
- Integrity, tact, judgment, ethics and diplomacy in dealing with a full range of customers
- Effective time management skills
- Flexibility to undertake a variety of assignments
- Strong customer service orientation and works well within a fast paced team environment
- Ability to organize and prioritize job duties

Contact Details:

Please apply to the posting on our career site at:

<http://jobs.kinross.com/job/Toronto-Corporate-Secretarial-Administrator-Maternity-Leave-ON/2621545/>