



## **Legal Business Analyst**

### **About Us**

A high-growth, low-cost leader in unconventional natural gas production, Encana is reshaping North America's energy portfolio by providing a clean, affordable, abundant resource for future generations. By helping to grow the North American economy, Encana helps build sustainable communities.

### **Legal Services**

Legal Services administers the legal affairs, corporate compliance program and corporate secretarial matters of Encana Corporation and its related entities and businesses.

### **Are you an analytical thinker who has strong problem solving skills?**

### **Do you like working on complex projects in a fast paced, ever-changing team environment?**

Legal Services, Corporate has a rewarding and challenging opportunity within its team for an experienced Legal Business Analyst. Reporting to the Group Lead, Governance and Subsidiary Administration, the successful candidate will bring with them a high degree of confidentiality, accuracy, thoroughness and will have the ability to handle and prioritize internal and external inquiries of a confidential nature in a timely and confident manner.

The successful candidate must possess key traits and attributes including:

- analytical – the ability to determine what should be done and prepare a project plan to complete
- project execution – ability to implement a project plan to completion
- positive, flexible can-do attitude

In addition, the successful candidate must possess excellent interpersonal and organizational skills and a capacity and desire to learn new practice areas and business skills applicable to Encana's business needs. The successful candidate will function as an integral part of the Legal Services, Corporate team and will interact regularly with a wide variety of professionals including lawyers, tax, specialists, financial accountants and other business personnel in Encana's operating divisions, including senior management.

## **Responsibilities**

- planning and execution of subsidiary company meetings, including preparation, printing and mailing of meeting materials to directors and preparation of meeting minutes
- preparation of written resolutions in lieu of meetings as required
- prepare and keep current subsidiary information in GEMS database in compliance with established corporate governance practices
- prepare and keep current physical and electronic minute books and other corporate records for subsidiary companies
- coordinate annual return filings in compliance with provincial and state regulations
- monitor subsidiary corporation governance matters
- file insider reports on SEDI

- coordinate the filings of Encana's continuous disclosure materials in compliance with the Canadian and U.S. securities laws via SEDAR and EDGAR
- be available for work, outside of regular business hours, where necessary in connection with subsidiary meetings and other time-sensitive project oriented work

## **Qualifications**

- must be legally entitled to work in Canada
- 5 - 7 years of corporate secretarial or similar paralegal experience
- ICSA designation considered an asset
- previous experience as an insider reporting agent considered an asset
- proven maturity to effectively handle and prioritize competing demands
- high regard for accuracy and attention to detail
- demonstrated organizational, communication and interpersonal skills
- ability to work independently as well as an active team participant in a group environment
- proficient use in MS Outlook, Word, PowerPoint, Excel and Visio
- an outgoing and confident attitude
- demonstrated ability to work effectively with short deadlines

Please apply online at <https://jobs2-encana.icims.com/jobs/5774/job>