

ATCO

G R O U P

Corporate Office

CAREER OPPORTUNITY

ATCO Group, with more than 9,400 employees and assets of approximately \$14 billion, delivers service excellence and innovative business solutions worldwide with leading companies engaged in Structures & Logistics (manufacturing, logistics and noise abatement), Utilities (pipelines, natural gas and electricity transmission and distribution), Energy (power generation, natural gas gathering, processing, storage and liquids extraction), and Technologies (business systems solutions). More information can be found at www.atco.com.

The ATCO Group Corporate Office has an employment opportunity for the following Calgary, Alberta based position:

MANAGER, CORPORATE SECRETARIAL

This position offers an opportunity to be part of a team responsible for ensuring the ATCO Group complies with applicable corporate legislation, and to develop and continually improve ATCO's best practices and policies. It also offers the opportunity to gain exposure to all other aspects of work carried out in the Corporate Secretarial Department and for the right individual to develop a career path within the ATCO Group.

Responsibilities:

- Manage corporate records and ensure compliance with relevant statutory requirements for the Group's listed companies;
- Manage annual and interim shareholder mailings and organize annual general meetings;
- Coordinate preparation of the Management Proxy Circulars for ATCO Ltd. and Canadian Utilities Limited;
- Act as Secretary to certain Board and Management Committees responsible for the distribution of materials, attendance at meetings and preparation of minutes;
- Formulate annual budget for the Corporate Secretarial department;
- Prepare monthly reconciliation of G&A variance reports and forecasting for the department;
- Director remuneration, including payment of quarterly fees and administration of the Director Share Purchase Plan, options and share appreciation rights, and payment of Director expenses;
- Manage SEDI, SEDAR and TSX filings;
- Oversee insider trading blackout notifications;
- Serve as primary contact for electronic board books;
- Coordinate with ATCO Corporate departments to review and post Corporate Policies.

Qualifications:

- Minimum 7 years of relevant experience, preferably in a Canadian publicly-traded company;
- Undergraduate degree in Law/Accounting/Finance/Administration or related field is desirable;
- Associate of the Institute of Chartered Secretaries & Administrators (ACIS) designation desirable;
- Experience attending Board and/or Board Committee meetings with excellent minute taking skills;
- Exceptional written and oral communication skills with a demonstrated ability to comfortably interact with directors and all levels of staff and management;
- Good knowledge of corporate and securities legislation;
- Financial aptitude with good Microsoft Word and Excel skills;
- Ability to learn GEMS, SEDAR and SEDI software and filing systems as required;
- Demonstrated leadership skills with the ability to mentor and develop staff;
- Self-motivated with an ability to work independently;
- Ability to work well under pressure, prioritize multiple projects and meet deadlines.

Interested candidates should apply by **attaching their cover letter and resume** to ATCO Careers at www.atcocareers.com quoting competition number 70-13-92600-240713 on or before August 9, 2013.

We would like to thank everyone for their application; however, only those being considered for the role will be contacted.