

Job Title: Corporate Paralegal

Location:

Calgary, AB, CA

Company: Imperial



At Imperial, we work every day to responsibly develop Canada’s energy resources – applying technology and innovation to supply affordable, accessible and reliable energy. This effort is powered by a unique and diverse workforce fueled by a pride in what we do.

The success of our upstream, downstream and chemical, and corporate divisions is the result of the talent, curiosity and drive of our people. They bring solutions every day to optimize our strategy in energy, chemicals, lubricants and lower-emissions technologies.

Imperial honours diverse backgrounds so we can be a place where people can bring their full selves to work, no matter their identity, race, gender, sexual orientation, age, or ability.

At Imperial, we want you to come for the position and stay for the career. As an integrated company, we are uniquely positioned to offer you a wide range of career prospects and growth opportunities through the course of your career with us. We invite you to bring your ideas and help create sustainable solutions that improve quality of life and meet society’s evolving needs.

Come be part of the Corporate at Imperial which has more than 140 year history in Canada. Our offices are currently located in Calgary, AB. We have announced plans to relocate our head office to Edmonton, AB, with such relocation to be complete by mid-2028. **The successful candidate will be located in Edmonton. Some travel to Calgary will be required prior to completion of that relocation in 2028.**

What role you will play in our team

We are seeking a highly organized and proactive Corporate Paralegal to support our Corporate Secretary and Board Secretariat team in delivering exceptional governance, compliance, and administrative support. This individual will play a key role in ensuring the smooth operation of board and committee activities and maintaining high standards of confidentiality and professionalism.

What you will do

- **Board and Governance Support**
 - Assist in planning, scheduling, and coordinating Board of Directors and Committee meetings.
 - Prepare draft agendas in collaboration with the Corporate Secretary, Board Chair and senior management.
 - Compile and distribute meeting materials through the company's board portal (currently Nasdaq Boardvantage).
 - Attend Board and Committee meetings and prepare accurate and timely draft minutes.
 - Provide logistical support for meetings, including venue arrangements, virtual meeting setup, and technology coordination.
 - Assist with annual meeting preparation and director onboarding.
 - Track action items and follow up with responsible parties.
- **Corporate Maintenance and Subsidiary Management**
 - Maintain corporate records and minute books for Imperial Oil Limited and approximately 30 affiliated entities.
 - Prepare and file annual returns and other required corporate filings.
 - Draft directors' and shareholders' resolutions.
 - Coordinate director and officer changes and related filings.
 - Support entity formations, dissolutions, amalgamations, and reorganizations.
 - Maintain corporate organizational charts and entity databases.
- **Compliance and Administrative Support**
 - Assist with regulatory filings and governance disclosures for a public issuer.
 - Maintain confidential files and ensure secure handling of sensitive information.
 - Perform general administrative duties to support the overall efficiency of the Secretariat.

About you

- **Preferred Skills, Qualifications, and Experience**
 - Diploma or certificate in Paralegal Studies or Legal Assistant Program
 - 2+ years of experience in a corporate paralegal role, preferably with a public company or law firm.
 - Alberta CORES certification – Level 2 or 3 preferred

- Experience maintaining multiple corporate entities across jurisdictions
- Experience supporting boards of directors and preparing meeting minutes
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and integrity.
- Strong organizational skills and a proven ability to manage multiple tasks simultaneously.
- Attention to detail and a proactive, problem-solving mindset.
- Clear communications, interpersonal and issues resolution skills in a diverse team environment.
- Adaptable to changing priorities (may include availability outside of regular working hours/weekends/holidays to resolve urgent issues).

Start date: June 2026

Location: Edmonton, AB

Your benefits

- A company committed to career growth - we recruit those who are interested in a career with Imperial and prefer to develop and promote people from within. Our career management process means that you will likely perform a number of unique, challenging roles during your career.
- Commitment to safety, ethics & continuous improvement - these standards are the reason Imperial is an industry leader. You will work for a company that upholds safety and ethics ideals and continues to seek out ways to improve.
- Exceptional benefits program - includes competitive salary plus savings, pension, and health care plans that you can customize to meet your individual needs. Educational and physical fitness financial assistance programs round out our benefits package.
- Competitive vacation package - provides you with three weeks of vacation (the first year is pro-rated based on your hiring date), one scheduled Friday off per month and 12 holidays.
- Flexibility looks different for everyone, which is why we have many programs to help employees balance their work and personal life. Programs include: Flex Your Day, childcare partnerships and part-time and job-sharing arrangements.

- Successful networking and mentoring programs - enables you to spend time with managers from across the organization to learn about other departments and opportunities. These programs also allow you to connect with peers at a similar experience level.
- Opportunity to participate in Employee Led Resource Groups: Women's Interest Network (WIN), Indigenous Network (IN), Black Employee Success Team (BEST), Asian Connection for Excellence (ACE), Global Organization for the Advancement of Latinos (GOAL), PRIDE, and the Veterans Advocacy and Support Team (VAST).
- Early Professional Development Program - provides you with the opportunity to specialize in a specific area of expertise or develop skills in a variety of different areas. You will quickly be given large areas of responsibility and will be encouraged to take on stretch assignments as you progress.

Other Considerations

- We thank all those who apply; however, only those candidates selected for interviews will be contacted.
- For applicants selected to be interviewed, pre-employment background screening will be required.
- In certain situations, Imperial may use your application to consider your suitability for other positions in the company and may also provide the information to its affiliates, including affiliates of ExxonMobil Corporation, in connection with possible opportunities at those affiliates.

Application deadline:

Link to apply: [Corporate Paralegal Job Details | ExxonMobil](#)

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Imperial is an Equal Opportunity Employer. Imperial is committed to providing equitable treatment and equal opportunity to all individuals and encourages all eligible applicants to apply.

Imperial conducts business in a manner that respects the land, environment, rights and cultures of Indigenous communities. In the areas where we explore, develop and operate, Imperial engages Indigenous communities in open and forthright consultation and strives to establish meaningful relationships built on mutual trust and respect. Please see [here](#) for more information on Imperial's Indigenous Relations Guiding Principles and Guidelines.

Imperial is committed to supporting persons with disabilities throughout the recruitment process. We will work with qualified applicants to provide reasonable accommodation upon request at recruit.services.ca@exxonmobil.com.

Eligibility to work in Canada:

All applicants who receive an offer of employment must be eligible to work in Canada on a regular full-time basis without restrictions on their start date. Proof of eligibility shall be in the form of a Canadian birth certificate, Canadian passport, Canadian citizenship certificate, Canadian certificate of permanent residence, Canadian open work permit or receipt from Immigration Canada of an application for a post-graduate work permit.

Proof of eligibility must be current and valid (not expired, cancelled or voided). Proof of eligibility will be required if an offer of employment is made. Failure to provide proof of eligibility at least six (6) weeks prior to the start date may result in the offer of employment being rescinded.