



LEADING EDGE MATERIALS CORP.

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TSX.V: LEM | Nasdaq First North: LEMSE | OTCQB: LEMIF | FRA: 7FL

Corporate Secretary & Head of Canadian Operations

Leading Edge Materials Corp. is a Canadian public company focused on developing a portfolio of critical raw material projects located in the European Union. Critical raw materials are determined as such by the European Union based on their economic importance and supply risk. They are directly linked to high growth technologies such as batteries for electromobility and energy storage and permanent magnets for electric motors and wind power that underpin the clean energy transition towards climate neutrality. The portfolio of projects includes the 100% owned Woxna Graphite mine and anode project (Sweden), Norra Karr HREE project (Sweden) and the 51% owned Bihor Sud Nickel Cobalt exploration alliance (Romania). Our shares are trading on Toronto Venture Exchange, OTCQB in the United States, Nasdaq First North Stockholm, and Frankfurt. The group consist of the parent company, two B.C. holding companies, two Swedish subsidiaries and a 51% owned Romanian joint venture company.

The job

You are the capital G in ESG. We are looking for an experienced corporate secretary to support the company towards its vision of becoming an important producer of critical raw materials in Europe whilst managing its Canadian legal domicile.

The position

Half-time managerial position (workload will vary over the year), based out of Vancouver. Working closely with the CEO who is based in Stockholm, Sweden, and the European based board of directors of the company, and liaison with legal counsel when needed.

The responsibilities

The corporate secretary is responsible for ensuring and efficiently administrating that Leading Edge Materials Corp. implements and maintains best corporate governance practices and management of the company. Overall responsibility to ensure compliance with company policies, corporate and securities regulations, and relevant government laws and regulations across the group of companies.

Ensure that the Board of Directors have the proper advice and resources for discharging their fiduciary duties efficiently and correctly to its shareholders under applicable regulations.

- Maintain a corporate calendar, plan for meetings, and prepare meeting materials
- Record minutes at meetings, register attendance, draft resolutions, and maintain records of final documents
- Plan annual financial reporting calendar and associated blackout periods and notices
- Maintain and update corporate governance materials such as minute book, mandates, charters, and policies
- Ensure insider reports are filed where necessary and in a timely fashion

Support the CEO and senior officers in ensuring an efficient and proper maintenance of the corporation and its subsidiaries. Maintain an efficient and compliant legal head office in Vancouver.

- Maintain corporate and other registries for the companies within the group and manage required corporate filings
- Preparation and review of contracts and agreements, and in other matters act as the internal legal resource
- Act as the link between the company and stock exchanges, securities agencies, regulatory bodies, transfer agents and external legal counsels for ongoing and ad-hoc matters
- Manage a physical head-office in Vancouver and related incoming and outgoing paper trails
- Act as the local representative for any business relationships such as banks and other suppliers

Ensure that shareholders, capital market authorities, investors and the public receive timely, complete, and accurate information and support about all material matters relating to the Company and its shares.

- Coordinate the annual general meeting process including preparation and distribution of required materials, and filings
- Maintain corporate and shareholder records, warrant and option registers
- Manage warrant and option exercises, cancellations, and issuance of treasury orders together with the finance team and transfer agents
- Manage drafting of financing documents such as subscription agreements, prospectuses, and related materials together with management and legal counsel
- Manage and update corporate disclaimers, forward-looking statements and ensure corporate disclosure texts across all channels is compliant with relevant rules and regulations
- Plan and manage continuous disclosure requirements to ensure regulatory compliance
- Manage news wire, SEDAR/SEDI and Nasdaq First North Stockholm filings and disseminations

The candidate

Relevant experience for the job

- Minimum 5 years of experience in a similar role with Canadian publicly-traded companies on the TSX or TSXV
- Due to our Swedish dual-listing, experience from multiple parallel regulatory environments is a big plus. As is working with company groups with entities in multiple countries
- Fluency in corporate governance regulations, corporate and securities law, and associated best practices
- Demonstrated experience of contributing towards helping companies take its internal structures and processes to the next level

Relevant skills and abilities for the job

- Ability to work independently and proactively whilst at the same time being able to work as a team member when needed or directed in a decentralized work environment
- High-level of computer literacy and a drive to keep your digital world efficient and uncluttered
- Handling multiple parallel plans, projects and deadlines whilst achieving the greatest attention to detail and efficiency
- Commitment and loyalty with the ambition to support the company and team towards delivering on its vision in the near and long-term

We are looking to fill this position with the right candidate as soon as possible so please send your resume to filip@leadingedgematerials.com and we will contact interesting candidates for further discussions.