

Corporate Secretary

Application Deadline: May 18, 2023

The Company:

Flying Nickel Mining Corp. is a Canadian mining company trading on the TSX Venture Exchange under the symbol FLYN and on the OTC under FLYNF. The company's flagship Minago project, located on the Thompson nickel belt in Manitoba, Canada is one of the world's largest high-grade open-pit optimized nickel sulphide deposits in the world. Flying Nickel aims to supply the electric vehicle industry with high-performance battery ingredients that are 100% made in Canada with low carbon emissions.

The Position:

The Corporate Secretary's duties will include but are not limited to:

- Implementing the decisions of the board of directors
- Acting as adviser to the company directors
- Handle company share transactions - equity financing, option, and warrant grants, and observing all legal requirements
- Liaising with auditors, lawyers, tax advisers, bankers, and shareholders on board governance issues
- Attending and taking minutes of directors' and members' meetings
- Ensure compliance obligations under relevant laws and the requirements of regulatory authorities are met (e.g., stock exchange, BCSC, SEC..)

This position will support Flying Nickel and its related companies, including Silver Elephant Mining Corp. (TSX listed), Nevada Vanadium Mining Corp. and Oracle Commodity Holding Corp.

Location: City, Province: This position allows location flexibility: either be working out of the Vancouver downtown office, or working from home 4 days a week and 1 day a week in the office.

Key Responsibilities:

- Board and committee meetings
- Minutes of meetings
- Annual meeting of shareholders - including a proxy statement
- Corporate records
- Subsidiary management
- Stock transfers and dividends
- Securities market listings and compliance with listing standards (TSX, TSXV, OTC, SEDAR, EDGAR, SEC, etc.)
- Compliance with federal and provincial board governance laws
- Governance liaison for officers and directors
- Shareholder engagement on governance issues

Requirements:

- Must be available to work extra hours when needed
- Min. three years working for a publicly-traded company.
- A thorough understanding of a company's business
- Working knowledge of corporate and securities law

- An understanding of the legal system as it affects business
- Ability to read signals and provide early warnings to management
- Detail-oriented
- Management and organizational skills
- Discretion with confidential information
- Good communication and interpersonal skills

The compensation range for this position ranges from C\$80,000 to C\$100,000 per year + benefits + stock options depending on experience. Please send your resume and a cover letter with the salary expectation to hr-2023@flynickel.com.

This posting is not intended for recruiting agencies.