

JOB DESCRIPTION

SENIOR PARALEGAL

Graymont is a global leader in lime and limestone solutions. Our products are essential in addressing today's most pressing environmental issues while supporting vital industrial processes and agricultural needs. Uses for our products include the purification of air and water, and the production of items essential to a modern economy such as steel, paper, and metals. Headquartered in Canada, Graymont serves markets throughout North America and Asia-Pacific. Graymont is also the strategic partner of Mexican-based Grupo Calidra, the largest lime producer in Latin America.

Professionally managed and family owned, the company has been in operation for over 70 years. Graymont aims to be the preferred supplier, employer, and partner of choice wherever we operate.

The **Senior Paralegal** is a member of the Legal Team and reports to the Assistant Corporate Secretary and Senior Paralegal. ***The Senior Paralegal position can be remote depending on location based out one of the following provinces in Canada: British Columbia, Alberta or Manitoba.*** Key responsibilities of the role include:

CORPORATE

- Assist with maintenance of general corporate information, including updating corporate summary reports, virtual corporate records books, and corporate structure charts
- Support Graymont Limited and its North America subsidiaries by:
 - drafting of notices of meeting, agendas and resolutions
 - collecting materials necessary for meetings and coordinating with the Assistant Corporate Secretary & Senior Paralegal
 - creating Board and Committee books in the board portal
 - drafting minutes for review by the Assistant Corporate Secretary & Senior Paralegal and/or Corporate Secretary
- Manage filing of annual Statistics Canada reports
- Assist with preparation and circulation of annual declarations of directors and officers
- Manage Graymont Limited and its North America subsidiaries' audit
- Provide backup support to the Paralegal to support the APAC subsidiaries boards

SHAREHOLDER RELATIONS

- Assist with the preparation of private share sale documentation and tracking
- Assist with shareholder communications, including preparation of dividend letters and annual general meeting materials and logistics
- Assist in responding to inquiries from shareholders and their advisors

- Provide assistance with drafting the Management Proxy Circular

GENERAL CORPORATE PARALEGAL WORK

- Maintain general corporate information (i.e. Corporate Summary Reports and Corporate Entity Structure Charts) for Graymont Limited and the North American Subsidiaries
- Maintain director and officer information, including committee participation matrix
- Develop and maintain corporate forms
- Track meeting attendance

ADMINISTRATION

- Support the legal initiatives related to technology implementation
- Provide training, support and mentorship to the Legal Assistant and Paralegal

QUALIFICATIONS

- Paralegal diploma, legal administration diploma or equivalent
- 5+ years' work experience as an in-house or law firm paralegal with progressive, relevant experience in business or corporate law
- Demonstrates high standards of integrity, honesty, ethics, and confidentiality
- Experience drafting legal documents
- Advanced knowledge of legal concepts, terminology and procedures
- Positive team player
- Prior experience implementing and/or working with legal technology (board portals, entity management systems) is considered an asset
- The successful candidate will ideally be located within one of the western Canada provinces in which Graymont operates (British Columbia, Alberta or Manitoba)
- Those located in the Richmond, British Columbia area will move to a hybrid working model in the fall, with the expectation of attending the office in Richmond, BC twice a week

To apply, please submit your resume to:

<https://phf.tbe.taleo.net/phf04/ats/careers/v2/viewRequisition?org=GRAYMONT&cws=37&rid=1445>.