



**Position: Legal Assistant/Corporate Law Clerk**

The Corporation is seeking to recruit a Legal Assistant/Corporate Law Clerk based out of the Company's head office in Toronto. Reporting to the Corporate Secretary, this position will be responsible for providing support to the Legal Department on Board meetings, governance, regulatory filings and subsidiary management matters. This role calls for exceptional organizational and communication skills, as there is a need to deal directly with internal and external stakeholders at senior levels. The role also requires a confident and reliable individual who consistently delivers excellent work product, can manage multiple tasks, and adapt to changing priorities. The individual will be client-focused, meticulous and capable of managing multiple tasks under tight deadlines and timeframes. There is an emphasis for this position on excellent written and spoken English skills, attention to detail, a strong willingness to be an "early adopter" of new technologies, possess a problem-solving mindset, good judgment and a "can do" attitude.

Key Responsibilities:

- Assist the Corporate Secretary and General Counsel with the preparation of legal documents, correspondence, as well as other department and corporate materials.
- Manage certain regulatory filings and maintenance of subsidiary minute books, including drafting shareholder and board resolutions, as required.
- Manage the global subsidiary database and organization chart of entities through GEMS.
- Implementation and maintenance of an internal legal filing system.
- Assist with the administration of the Corporation's Equity Plans.
- Provide a variety of complex and routine administrative duties under the supervision of the Corporate Secretary (including coordinating meetings, preparing board materials, and liaising with directors and executive management).
- Assist the Corporate Secretary and General Counsel with special projects.
- Calendar management and expense report preparation for the legal team and Board of Directors.
- Flexibility to work outside regular business hours and work remotely when required and/or necessary.

Required Skills:

- Minimum 3 to 5 years of experience as a Legal Secretary or Corporate Law Clerk or similar position at a large Canadian Law Firm or a major public company.
- Post-secondary Diploma in Legal Administration/Law Clerk/Paralegal Designation Required or equivalent work experience.
- Knowledge and experience with Canadian, US and international jurisdictions an asset.
- Ability to apply working knowledge of relevant corporate statutes and securities legislation.





JOB DESCRIPTION: LEGAL ASSISTANT OR CORPORATE LAW CLERK / PRIVATE SECTOR / MINING INDUSTRY

- Strong written communication skills with proven ability in the use of the English language.
- Exceptional proofreading is required to ensure the accuracy of the documents and correspondence.
- Experience with TSX Securefile, SEDI, SEDAR, EDGAR, FSA filings, knowledge and experience with Diligent Board Books, GEMS, Visio and Solium Shareworks.
- Detail-oriented, analytical, flexible, and able to adjust to changing work demands, self-motivated, efficient and reliable.
- Good organizational and time management skills.
- Proficient in computers: [specific programs here].

Key Competencies:

- Uphold the values of the organization in all they do.
- Put colleagues and stakeholders at the centre of everything they do to ensure a positive experience.
- Achieve high standards of delivery to stakeholders.
- Build and maintain relationships at all levels company wide.
- Mindful of cultural differences across a diverse organization.
- Communicate (verbally and through written work) information in a clear and concise manner.
- Manage stakeholder expectations with regards to delivery, escalating concerns as appropriate.
- Trustworthy team member who considers those around them.

