

Job Title: Corporate / Securities Law Clerk (Manager, Corporate Secretariat)
Ideal Start Date: November 19, 2007
Location: Toronto, Ontario

THE ROLE:

Our client, a leading Canadian food processing and distribution company, is currently looking to add a Corporate / Securities Law Clerk to assume the role of Manager, Corporate Secretariat at its Toronto office. Reporting to the Senior Vice-President of Legal, the newly added Manager of the Corporate Secretariat will have day-to-day responsibilities for the corporate secretarial function of our client's two public companies and will be counted on to provide efficient and well-organized support to the Corporate Secretary.

Responsibilities include, but are not limited to:

- maintaining and controlling the minute books of our client and its subsidiaries;
- monitoring and completing all corporate company filings and maintaining the status of the companies and their provincial registrations;
- managing and reporting all SEDI and SEDAR regulatory filings;
- organizing the Board and Committee meetings, including venues, travel and related logistical issues;
- Assisting in the development of agendas for meetings and preparing/maintaining Board and Committee books;
- Assisting in general communications with directors, including annual questionnaires, meeting details, etc;
- compiling, publicizing, and distributing all corporate and security filings, such as the AIF, proxy circular, and interim reports to shareholders;
- ensuring compliance with all relevant filing and reporting requirements of the TSX and Canadian securities regulatory authorities;
- managing and maintaining the corporate database; and
- assisting in the management of document retention policies.

Candidates to move forward will have a Bachelor's Degree and have successfully achieved a Law Clerk designation from a recognized institution, in addition to 7 or more years of experience within a corporate department of a major law firm or Corporate Secretary experience in a public company. Candidates will have a meticulous attention to detail, a strong demonstrated service orientation, and the ability to prioritize and address important issues under tight deadlines.

For more information and immediate confidential consideration, interested applicants are invited to apply in confidence to **Jon Veale, LL.B., Division Director**, at jonathan.veale@roberthalflegal.com.

ABOUT US:

Located in major centers throughout North America, **Robert Half Legal** is the premier provider of legal professionals on a full-time, project and temporary basis. We provide partners, associates, general counsel, paralegals and legal support professionals to Corporate Legal Departments, Law Firms and Government agencies. Robert Half Legal offers our candidates challenging assignments, competitive compensation and benefits, and skills enhancement training. Our Account Executives have extensive legal industry experience and are skilled in identifying and matching client and candidate needs.

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BRANCH LOCATION: Toronto, Ontario

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