

Russel Metals Inc. is one of the largest metals distribution and processing companies in North America, with 2006 sales of \$2.7 billion and a market capitalization of \$1.7 billion, and is included in the S&P/TSX Composite Index.

We are currently looking for an Assistant Corporate Secretary to join our head office in Mississauga. Reporting to the Chief Financial Officer, the Assistant Corporate Secretary manages the Corporate Records Department and is responsible for the corporate secretarial function of the Company and its subsidiaries. This position is responsible for maintaining Russel Metals Inc. and its subsidiaries in good standing, corporate and securities compliance, board of director matters, shareholder matters, support of the investor relations function and executive services.

The successful candidate will have:

- Attention to detail.
- Ability to organize, prioritize and deal with important matters under tight deadlines.
- A Law Clerk's certificate, university degree or college certificate, or will be a Corporate Paralegal with extensive public company experience.
- Microsoft Office, with emphasis on Word and Excel.
- SEDAR, SEDI and TSX Secure File.
- The Canadian Securities Course would be an asset.

We offer comprehensive benefits and salary commensurate with experience and performance. If this position is of interest, please e-mail your resume to info@russelmetals.com.

We are an equal opportunity employer. We thank all applicants for their interest; however, we wish to advise that only those selected for an interview will be contacted. No phone calls, please.