

Corporate Manager Job Posting 2008.10

DESCRIPTION

An international mining organization with business offices throughout the globe requires a professional top notch Corporate Manager for its Vancouver office. The Corporate Manager will provide corporate compliance and regulatory and securities services to a group of public and private companies as directed by the Vice President & Corporate Secretary. Working within a team environment the incumbent will be responsible for all aspects related to the Corporate Compliance Department.

DUTIES & RESPONSIBILITIES

- Provide corporate compliance, regulatory and securities services
- SEDAR documentation
- Corporate filings to the Securities Commissions, Stock Exchange and Securities and Exchange Commission
- Maintain the Share Capital Register
- Provide assistance in the preparation and maintenance of the Companies' stock option agreements
- Assist with the drafting of proxy materials, regulatory documents including Annual Information Forms, private placement documents
- Arrange and facilitate Board, Committee and Shareholder Meetings
- Responsible for taking minutes for Board & Committee Meetings
- Read and review material contracts and provide summary document
- Responsible for all communication and correspondence with respect to the position

REQUIRED QUALIFICATIONS

- 10 plus years related experience within a corporate department working with public companies
- Above average communication skills with excellent spoken and written English
- Strong knowledge of Word, Excel, and Outlook
- Knowledge of regulators' web databases (Securities Commissions and Stock Exchanges)
- People-skilled, dynamic, organized, autonomous
- Team player with a clear affinity for continuous quality improvement
- Competitive salary
- Employer paid benefits package effective the first day of employment
- Vacation entitlement of 3 weeks per year
- Probationary period of three (3) months
- Excellent working environment - Monday – Friday - 8:30 a.m. to 5:00 p.m. with a one hour lunch break

Contact:

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