

Power up your career

Bruce Power is Canada's first and only private nuclear power generator, producing enough emissions-free electricity to power every fifth home, school and hospital in Ontario year-round. We are looking for an experienced, talented and dynamic individual to join our Law Division in the role of

Assistant Corporate Secretary and Manager Business Services



Our Law Division is responsible for the corporate secretariat as well as for the provision of a full range of legal services to the company. The successful candidate will have a wide knowledge of law practice management and administration, and will be working with senior internal and external clients and corporate stakeholders.

You will:

- Analyze and prepare corporate governance reports, as well as support and advise other divisions in governance processes for the Board of Directors, committees of the Board and the executive team;
- Manage corporate books and records, including preparing material and organizing meetings for executive team;
- Prepare status reports of actions assigned to management by the Board, their committees or the executive team; and
- Manage Law Division work assignments, staffing and budget.

Experience and Qualifications

You have:

- Secondary school diploma plus professional paralegal training (Institute of Law Clerks of Ontario certificate course or college-level equivalent);
- Minimum 10 years of practical experience in the management and administration of the corporate secretarial function in a major public or private company or an in-house law department or firm;
- Experience in analyzing performance indicators (both financial and non-financial) and in preparing comprehensive compliance and performance reports; and
- Superior interpersonal and communication skills.

Bruce Power is poised for significant growth and changes over the next 10 years. Our employees enjoy high-tech and professional occupations, training, advancement and personal development opportunities, competitive salary and benefits, progressive corporate values, and a rare opportunity to balance both lifestyle and career development along scenic Lake Huron.

Qualified individuals are invited to submit a detailed resume before January 10, 2008 through our company website, www.brucepower.com under the Current Opportunities section of the Staff & Careers menu. You must be eligible to work in Canada. We thank all candidates for their interest, however, only those selected for an interview will be contacted.