

POSITION:	ASSISTANT CORPORATE SECRETARY (Initially on a temporary basis which may lead to full-time position)
COMPANY:	Baffinland Iron Mines Corporation
LOCATION:	Toronto, Ontario
APPLICATION DEADLINE:	January 30, 2008
DESCRIPTION OF COMPANY:	Baffinland is a publicly-traded junior mining company that is focused on its 100%-owned Mary River iron ore deposits located about 160 kilometres south of Pond Inlet on Baffin Island, Nunavut Territory, Canada. Baffinland is listed on the Toronto Stock Exchange under the symbol BIM and its website is www.baffinland.com .
POSITION OVERVIEW:	Reporting to the Vice President of Corporate Affairs and Corporate Secretary, the Assistant Corporate Secretary will assist with all corporate governance, regulatory, legal, investor relations and administrative matters.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assisting in the preparation of public documents. • Filing on SEDAR public documents with regulatory authorities. • Handling all federal, provincial and other corporate filings. • Administering Insider Trading and filing required reports on SEDI. • Administering the Stock Option Plan and filing required reports. • Managing share capital and filing required reports. • Maintaining the minute books. • Assisting with the Annual Shareholders' Meeting. • Assisting with Board and Committee Meetings. • Assisting with general legal and corporate matters. • General contract administration. • Assisting with Investor Relations. • Assisting with PDAC and other conferences and shows. • Assisting with website administration. • Administrative Assistant duties, including, filing, typing, and general office administration.
REQUIREMENTS:	<p>Must have 3 years or more experience as an Assistant Corporate Secretary in a public company.</p> <p>Must be knowledgeable and experienced in Canadian Securities Laws and Corporate regulatory matters.</p> <p>Must be familiar with SEDAR and SEDI.</p> <p>Must be computer literate and able to use MS Excel, MS Word, Adobe Acrobat and Power Point.</p> <p>Must have excellent written and communication skills and be able to compose resolutions, minutes, business letters and general correspondence.</p> <p>Must have excellent organizational skills and attention to detail.</p>
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