



Corporate Secretary- Mining Toronto area - Canada

Our client is an international mining company with corporate offices in Toronto and Australia.

As the company continues to expand existing operations and advance new projects, it seeks a Corporate Secretary based in Toronto.

In this key role, you will be responsible for communications with the board and you will provide counsel to the company on legal and corporate matters.

Responsibilities will include:

- Act as counsel to the board on all items pertaining to; securities and corporate law, regulatory requirements and corporate liability
- Assess business and legal risk and advise board accordingly
- Draft various legal covenants such as: letters of intent, confidentiality agreements, etc.
- Oversee equity raising initiatives
- Draft the minutes of all board and committee meetings.
- Prepare and provide reference materials for board members pertaining to ongoing concerns, legislative changes and compliance/disclosure requirements.

Ideal candidates will have the following qualifications and experience:

- Degree in Corporate Law preferred
- 10+ years practice of corporate law within a leading legal firm
- In-depth knowledge of Securities laws and NI 43-101 regulations required.
- Experience working with national, multi-national and international legal matters.
- Previous Corporate Secretary experience for a large multi-national firm an asset
- Above average communication skills: written and verbal required.

Our client offers a very attractive compensation package.

Qualified candidates are encouraged to forward their updated CV in Word format without delay to: apply@cowaninternational.com mentioning job reference #MW3262.

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