

Position Title: Corporate Paralegal – 6 month temporary
Company: Suncor Energy Inc.
Location: Calgary, Alberta
Application Deadline: November 13, 2009
Description of Company: Large oil & gas company
Contact Details: Carla Tait, Legal Counsel, Corporate, ctait@suncor.com

POSITION

Corporate Paralegal – 6 month temporary

MAIN ROLE

Manage the legal administration of the Suncor Energy Inc. subsidiaries, coordinate all Suncor Energy Inc. continuous disclosure, regulatory and stock exchange filings in Canada and the U.S. and provide legal administrative support to the Corporate Legal Affairs group as required. The successful candidate will be responsible for a number of legal, regulatory, administrative and compliance matters.

DESCRIPTION OF ACCOUNTABILITIES

- Manage and maintain minute books and corporate records for Suncor's subsidiaries, including drafting and circulation of meeting minutes, resolutions and corporate filings on an annual and periodic basis as required.
- Incorporate new subsidiaries as required, including drafting of articles of incorporation, by-laws and organizational minutes and preparation of certified documents as requested by our client groups.
- Point of contact for client groups within Suncor for all corporate administrative matters pertaining to the Suncor subsidiaries.
- Assist with stock exchange filings in Canada and the U.S. as required.
- Perform legal administrative support to Corporate Legal Affairs, including transcription of letters, general correspondence and presentations, appointments and boardroom bookings.
- Provide back-up support for insider reporting and filing on SEDI.
- Liaise with regulatory bodies and local agents to ensure corporate filing requirements are met for Suncor Energy Inc. and all subsidiaries, including filings under the Corporations and Labour Union Returns Act.
- Make suggestions in connection with improvement of daily support, special projects and priorities.
- Assist as necessary with preparation for board meeting and related committee meetings.

EDUCATION/EXPERIENCE

- Paralegal or Legal Assistant certification and 3+ years of experience within a corporate legal department or corporate / securities legal practice
- Excellent written and verbal communication skills
- Strong organizational ability
- A proven team player with the ability to work independently
- Sound judgment in exercising confidentiality and discretion
- Exhibit flexibility in responding to changing priorities, and have a proven record of organizing workload and managing expectations
- Proficient in MS Word, Excel, PowerPoint, Outlook, Adobe Acrobat and internet
- Experience with SEDAR, EDGAR, SEDI and TSX filings is an asset