

# The Suttie Group

## Corporate Secretary- Mining - Vancouver

The Suttie Group is pleased to represent a solid, well funded public, international mining company with an exciting opportunity for a seasoned Corporate Secretary.

The Role:

Reporting to the VP the successful candidate will responsible for the following:

- Prepare/oversee all company filings under the Canadian Securities Act(s)
- Prepare Officer, Directors and Employee Stock Option Plan in consultation with Compensation Committee
- Communicate with the Company's Transfer Agent in respect the exercise of warrants and options; which also includes the preparation of Treasury Orders and maintaining an up to date list of all issuable shares
- Liaison between Directors and Management
- Preparation of contracts and agreements as required by the CEO which may also include liaison with Corporate Council
- Ensure the organization complies with relevant legislation and regulations
- Involved in process for the annual meeting of stockholders
- Act as Secretary at all Director's, Audit Committee and Compensation Committee meetings.
- Ensure the preparation and circulation of minutes of meetings and the details of the resolutions and decisions
- Preparation of Prospectuses and Private Placement related documentation
- Responsible for SEDAR and SEDI filings as required
- Communication with Regulatory bodies as required to maintain the Company's listing status on the Exchanges

The successful candidate will be a highly experienced Corporate Secretary with:

- 5+ years experience as a Corporate Secretary in a public mining company.
- And 10+ years background in Corporate Secretarial or the legal arena.
- Very strong knowledge of TSX and New York stock exchanges – additional international exchange experience is beneficial.
- Excellent communication skills.
- Highly organized and proficient with Microsoft Office Programs.
- Is precise and articulate, well organized, detail-oriented, dependable with a positive attitude, confident, diplomatic, and polished.

This is an excellent opportunity to grow with one of BC's biggest success stories.

If the above describes you and you are ready to take your career to the next level, please submit your resume in Word format via the [www.suttiegroup.com](http://www.suttiegroup.com) website, select Opportunities in Administration. Or email your response directly to [Karen@suttiegroup.com](mailto:Karen@suttiegroup.com)

**Your confidentiality is assured and I look forward to working with you!**