

Corporate Secretary

A group of mining and oil and gas companies require an experienced Corporate Secretary to oversee the legal needs of a minimum of 3 companies including:

- Prepare/oversee all company filings under the Canadian Securities Acts and TSX Venture Exchange
- Responsible for preparation of 20-F and all SEC regulatory filings
- Administer Stock Option Plan
- Communicate with the Company's Trust Company in respect to the exercising of warrants and options
- Responsible for all aspects of private placements including preparing subscription agreements, issuance of shares and/or warrants and all regulatory filings
- Responsible for all contracts, agreements and leases
- Communicate with legal counsel in relation to financing
- Oversee entire process for the AGM including prepare information circular and proxy materials
- Responsible for SEDAR filings
- Ensure the organization complies with relevant legislation and regulations
- Primary point of contact on Board matters and related corporate governance matters
- Serves as primary point of contact on Board matters, processes & meetings
- Maintains all corporate records
- Manage the Company's Vancouver office including all human resource functions and IT functions

All candidates wishing to be considered for this role are invited to submit their resume and cover letter to hr@oniva.ca.

Please note, that due to the number of applications we receive; only those selected for an interview will be contacted.