

Manager Corporate Secretarial

Job Location: Calgary

Job Description:

The ATCO Group Corporate Office has an immediate employment opportunity for the following Calgary based position in the Corporate Secretarial Department.

Responsibilities:

- Manage subsidiary governance for the ATCO Group non-public subsidiaries that are either wholly-owned or company controlled
- Provide back-up support as Secretary to the various Committees of the public company boards and Business Group Boards including, as required, overseeing the distribution of materials, attendance at meetings and preparation of minutes
- Manage corporate documentation and notifications (as required) to reflect new corporate entities, amalgamations or dissolutions
- Manage the declaration of subsidiary dividends
- Oversee the administration of the ATCO Group minute books, share and debenture registries
- Oversee the filing of all annual returns and other necessary filings required for subsidiaries

Qualifications:

- Minimum of seven years work experience in a Public Company in a Corporate Secretarial function
- Experience attending meetings of Boards and/or Committees with excellent minute taking skills
- Above average knowledge level of procedures and practices relating to public company minute books and corporate documents
- General knowledge of corporate and securities legislation
- Strong written and communication skills with a demonstrated ability to comfortably interact with directors and all levels of staff and management
- Experience working with corporate and legal database programs is preferred (Secretariat or similar software)
- Self motivated with an ability to work independently
- Experience working in a team environment and with supervisory skills
- Proficient with Microsoft Word and Excel and ability to learn the Secretariat, SEDAR and SEDI software and filing systems as required
- Ability to work well under pressure, prioritize multiple projects and meet deadlines.

Competition Number: 70-08-92600-080818

Posting Date: August 18, 2008

Job Location: Calgary

Apply By Website: www.atcocareers.com

Job Category: Corporate Secretarial

Closing Date: September 29, 2008