

PEOPLE. That's the power behind ENMAX Corporation. As Alberta's leading energy and utility provider, our employees are driving us into the future with innovative ideas, a collective spirit to excel, and a commitment to upholding the highest level of integrity in all we do. Exploring new technologies, implementing shared values and creating solutions for a more sustainable future are some of the ways ENMAX is making a difference.

We know where we're going, want to come?

This is a unique opportunity to be part of the exciting and emerging specialty of corporate governance.

This role offers a nice balance between working with the Board members in providing solid value by ensuring administrative requirements of the Board and Corporate Secretariat are in good hands.

Is this challenge for you? Imagine the possibilities.

Accountabilities:

- Assist in maintenance of corporate records and preparing associated filings, including the ongoing maintenance of minute books for ENMAX and its related subsidiaries;
- Oversee travel arrangements for the Board of Directors and all meeting logistics for Board and Shareholder meetings;
- Prepare first draft of formal meeting minutes and Agendas for the ENMAX Board and Board Committees
- Maintain historical governance information, copies of meeting materials and minutes;
- Maintain web-based electronic database of board and committee information;
- Compile and submit information to payroll in connection with the payment of quarterly directors fees and retainers for the members of the Board of Directors;
- Submit expense reports on behalf of directors;
- Draft routine correspondence;
- Respond to general inquiries;
- Coordinate special projects, as required;
- Maintain files relating to Board, Board Committee and Shareholder meetings; and
- Provide administrative support to the Corporate Secretary.

Qualifications & Experience:

- 5 years or more experience as a corporate paralegal within a law firm, securities firm or in a public company;
- Paralegal Diploma;
- Proven ability to effectively handle confidential materials / issues;
- Demonstrated excellent writing and proofreading skills combined with a high degree of accuracy and attention to detail;
- Strong problem solving skills;
- Superior proficiency in Windows-based office software applications (such as MS Word, Excel, PowerPoint, and Outlook);
- Ability to handle multiple projects in a changing environment.

Personal Qualities

- Sincere interest in how business decisions are reached – fully engaged to understand the business at hand;
- Goal oriented with a strong sense of professional accomplishment by seeing work done perfectly from start to finish;
- Always exercise sound judgment in regards to setting priorities and handling client requests;
- High integrity - follows through on all commitments;
- Proactive in nature – works best with minimal supervision;
- Diplomatic and always tactful;
- Enjoys being surrounded by results driven professionals; and
- Has high expectations from yourself and everyone around you.

Did we mention the ENMAX Advantage?

We offer competitive compensation including market leading time off provisions, a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre, free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

Location: 141 - 50th Avenue SE, Calgary, AB

Note:

- Successful applicants must provide proof of qualifications.
- This position requires the successful completion of a criminal background check.

Please visit our website at www.enmax.com/careers/ to apply for this position.