

Corporate Governance Secretary – Stream-Flo Group of Companies – Edmonton, Alberta

Primary Accountability:

The Corporate Governance Secretary is responsible for maintaining and administering corporate documents for all in-house entities that form part of the company group. Working together with the CFO, Corporate Risk Manager, General Counsel and external counsel to ensure proper corporate governance and compliance is maintained.

Key position functions include:

- Responsible for overall development of company policies and procedures, with respect to internal compliance and external regulations on structure of entities.
- Assist in bringing minute book documentation and files up to date in coordination with external counsel, including verifying that digital files are reflective of current form (resolutions, agreements, incorporation date, location of books, list of Directors and Officers, etc.)
- Help create a formal minute book management system, keeping accurate account of minute locations and summary sheets.
- Coordinate annual resolutions for Shareholders including election of Directors, and annual or special resolutions for Directors appointment of Officers or authorization of actions and delegations for the company (based off direction from Executive Management or Shareholders).
- Ensure Director and Officer's elections/appointments are tracked and remain current via use of Consent Forms, Resolutions and Indemnity Agreements.
- Participate and support Board meetings as required (working in coordination with the Executive Assistant where necessary). Assisting with pre-arranging Resolutions and legal documents, creation of agendas, and liaising with relevant Directors and Officers for signatures on documentation and monitoring post-meeting actions.
- Act as Company Secretary where appropriate, responsible for compliance to local and international regulatory obligations and ensuring Board decisions are exercised
- Aid in setting up international registered offices, ensuring official addresses are accurate, and managing arrangement of necessary services to support those offices (e.g. lease arrangements, registration, licenses, etc.)
- Ensure annual reports and legal registrations/returns for all companies are accurate and filed with external counsel or appropriate authority.
- Ensure legal documentation for companies remain in compliance, and that an effective reminder and tracking system is maintained to monitor key annual dates for companies.
- Assist with filings for in-house entities, through the use of external counsel or independently where appropriate.
- Assist with Legalization and Authentication process of corporate documents and company agreements for foreign jurisdictions, through the use of local Consulates and Embassies
- Capable of understanding various company by-laws, articles, and USA's to help govern how decisions or actions should be properly documented (with assistance and qualification from General Counsel and/or external counsel as needed).
- Responsible for qualifying and disclosure of internal and external inquires for corporate information to assist with customer pre-qualifications and questionnaires, overseas business registrations, foreign banking activities, and government ownership surveys.
- Participate and take company minutes for projects tied to new corporate ventures or corporate activities (in coordination with Senior Administrative Assistant).
- Assist with managing any corporate documentation required on foreign bank accounts and banking activity.
- Ensure foreign bank accounts remain active and in compliance with regulation, including controlling flow of information provided by company to bank representatives.
- Maintain a current list of authorized individuals with signing authority and access to company bank accounts, facilitating via Resolutions, POA's and bank forms as required.

- Keep a record of authorized employees with access to corporate credit cards and assist with applications for processing with the bank.
- Help to manage relationship between the banks and authorized individuals on processing and arranging placement of performance and bid bonds for overseas customers, including tracking open bonds and resolving issues (in coordination with CFO and Corporate Risk Manager)

Preferred candidates will possess a combination of the following:

- Minimum 5 years' experience in an administration, senior level assistant role or paralegal, including direct experience working with the Board or Executive Management with respect to corporate records and/or governance
- Extremely well organized with the ability to keep track of key corporate documents and registration dates
- Proficient with computer and office software, including but not limited to Microsoft Office Word, Outlook and Excel, and Adobe Acrobat
- Possess a very high attention to detail and strong work ethic, along with superior typing skills with a high degree of accuracy
- Able to work in a high paced environment, with a variety of moving priorities and deadlines
- Must enjoy working in a complex corporate structure, working across multiple departments that are located in different countries around the world
- Can perform consistently at a high level and take measured initiative with ability to research and discover information on an independent basis
- Able to work efficiently with minimal supervision

Company Description:

The Stream-Flo Group of Companies, consisting of Stream-Flo Industries Ltd. and Master Flo Valve Inc., are privately owned and operated Canadian manufacturers of wellhead, production gate valve and check valve equipment, as well as chokes, specialty control valves and supporting actuation. Since our inception in 1962, we have become a recognized leader for our superior technology, innovative designs and top quality products. Through continued product line development, the Stream-Flo Group has grown to be one of the largest manufacturers of our kind, offering our solutions to oil and gas regions throughout the world.

Stream-Flo offers a competitive salary, profit sharing and a comprehensive benefit program to prospective employees, as well as the opportunity to work in an entrepreneurial environment, characterized by continued growth and strong business results.

To apply for this position:

careers@streamflo.com

www.streamflo.com/careers

<https://recruiting.ultipro.ca/STR5000SFIL/JobBoard/2167be78-5bda-4a81-bd37-f29fd0deed03/OpportunityDetail?opportunityId=3ce91332-993c-4196-b6ff-2cf00936978c>

We thank all applicants for their interest; however only those candidates identified for further consideration will be contacted.