

Job Posting from a Canadian Public Company

Position Title: Legal Assistant (Contract to begin September 2016 – August 2017)

Company: Publically traded company

Location: Toronto, Ontario (Downtown)

Application Deadline: August 31, 2016

Description of Company: Publically traded company, with a capital marketization of over \$500 million

Position Overview: The Company is seeking a Legal Assistant to fill an 11 month contract in the Governance and Corporate Secretary's Department. The position will report to the Senior VP, Governance and Corporate Secretary, and will be accountable for all aspects of day-to-day activities in a professional, pro-active and confidential manner. The Company is a Canadian based, publicly traded, international mining company engaged in the acquisition, exploration, development, mining and processing of precious metals. The Company's principal operating assets include an operation in Bulgaria, and holds interests in a number of developing gold and exploration properties located in Bulgaria, Serbia and northern Canada.

The position will be located in the downtown Toronto office.

Key Duties

1) Board, Committee and Shareholders' Meetings

- Drafting agendas and minutes, coordination of board materials, posting on directors' portal and confirming attendance;
- Preparation for, and attendance at, all shareholders' meetings; and
- Administration of director fee payments in cash and pursuant to deferred share unit plan, as applicable.

2) Insider Reporting

- Monthly updating and review of holdings of the Company in certain reporting issuers and reporting, as required; and
- Assist with, and ensure timely filing of, insider reports on SEDI by directors and officers of the Corporation.

3) Regulatory Filings

- Preparation and filing of monthly reports on outstanding share capital;
- Any other regulatory filings, as required, including CALURA forms, Notices of Changes to Directors and Officers, Participation Fees, etc.; and

- Filing of all continuous disclosure documents on SEDAR.
- 4) Maintenance of minute books for the Corporation and its subsidiaries including annual resolutions, director and officer registers and government reporting, as required.
- 5) Maintenance of SEDAR profile, corporate fact sheets, corporate files, record books, department follow-up system and financial report archive.
- 6) Maintenance of corporate legal department intranet sites, board of directors' portal and related areas of the corporate website.
- 7) Assist with preparation of annual matters documentation, such as management information circular, annual information form, resolutions and other corporate matters, as required.
- 8) Provide general administrative support to Senior VP, as required.

Specific skill set and experience requirements:

- University degree or diploma;
- Minimum five years of related work experience in a law firm or, preferably, with a publicly-traded company;
- Excellent MS Word, Excel and PowerPoint Skills and generally strong IT skills;
- Strong organizational and time management skills; and
- Ability to communicate effectively is essential.

Key Competencies:

- Demonstrated capacity to learn;
- Strong initiative, proactive;
- Team player;
- Ability to adapt to quickly changing priorities;
- Excellent communication skills;
- Professional manner; and
- Well organized and detail oriented.

Qualified candidates may submit their resumes to Ilona Griffin at Griffin Sproston, ilona@griffinsproston.com. Thank you for your interest; however only those selected for an interview will be contacted.