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Senior Manager, Public Company Governance and Assistant Secretary

ATCO Group

Location: Calgary, Alberta

Application Deadline: September 22, 2017

Founded in true entrepreneurial spirit in 1947, ATCO has grown from its Alberta roots into a worldwide group of companies with nearly 8,000 employees and assets of approximately \$19 billion.

ATCO is a diversified global corporation delivering service excellence and innovative business solutions in Structures & Logistics (workforce housing, innovative modular facilities, construction, site support services, and logistics and operations management); Electricity (electricity generation, transmission, and distribution); Pipelines & Liquids (natural gas transmission, distribution and infrastructure development, energy storage, and industrial water solutions); and Retail Energy (electricity and natural gas retail sales). More information can be found at www.ATCO.com.

Reporting to the Corporate Secretary, the Senior Manager, Public Company Governance and Assistant Secretary is responsible for corporate governance matters for ATCO, Canadian Utilities and CU Inc.; preparation and attendance at ATCO, Canadian Utilities and CU Inc. Board committee meetings; providing governance advice to the ATCO and Canadian Utilities Board committees; preparation of ATCO and Canadian Utilities management proxy circulars; managing ATCO trademarks worldwide; and management of the Insider Trading practice.

As a successful candidate, you have a post-secondary degree, preferably in law, and extensive experience in a Corporate Secretarial or in-house legal function in a Public Company. You are a team player with excellent leadership skills and communications skills, and demonstrated ability to interact with senior management and board directors.

To apply for this position, please submit your application and related materials to calgaryopportunities@boyden.com and **state the title of the position in the subject line of your e-mail.**

We thank all applicants for their interest, however only those under consideration for the role will be contacted.