

The Suttie Group

Passionate about people, partnerships and performance

Asst. Corporate Secretary/Paralegal

The Suttie Group is pleased to represent a Vancouver based mid-tier silver producer with a great team who has an exciting new opportunity for an in-house Assistant Corporate Secretary, the role of Corporate Secretary is held by outside counsel. Reporting to the CFO, you will assist with providing corporate compliance, regulatory and securities services to the company and its diverse subsidiaries.

Primary responsibilities:

- Provide corporate secretarial, compliance, regulatory and securities services
- Corporate filings to the securities commissions, provincial registries, SEDAR, SEDI, Toronto Stock Exchange (TSX) and NYSE.EXK
- Maintain minute books for parent company and Canadian subsidiaries
- Maintain corporate and subsidiary database and subsidiary annual filing calendar
- Maintain in-house registers for share capital, stock options, restricted share units and deferred share units
- Provide assistance in the preparation and maintenance of securities agreements
- Assist with the drafting of annual proxy materials, prospectus documents, private placement documents, and regulatory documents, including Annual Information Form, Material Change Report.
- Arrange and facilitate Board, Committee and Shareholder Meetings, including notices, agenda preparation, management liaison, meeting materials preparation and managing board portal management
- Manage company-wide compliance training programs - anti-corruption, compliance and governance
- Read/ review material contracts and provide summary documents
- Responsible for all communication and correspondence with respect to the position: directors, management, inter-departmental

Requirements:

- 5+ years' experience as a securities paralegal or TSX/public company experience within a corporate department
- 5+ years of experience with SEDAR, SEDI and BC Online
- Expertise in corporate secretarial and governance regulations, developments and best practices with a working knowledge of corporate and securities law
- Exceptional communication skills with excellent English fluency, both spoken and written
- Strong knowledge of Word, Excel, and Outlook
- Strong organizational and time management skills, with experience prioritizing multiple work-streams and an affinity for continuous quality improvement and administrative efficiencies
- People-skilled, service-oriented, organized, proactive, autonomous
- Ability to work under pressure and meet deadlines while working in a high paced, fast-changing environment
- Spanish fluency would be an asset.

This position is a great fit for a self-motivated person who enjoys working both independently and as part of a collaborative team. If you possess initiative, confidence and good judgment, enjoy working with minimal direction and respond effectively to issues, this could be the opportunity you have been waiting for. To take the next step, please submit your resume in Word format to elizabeth@suttiegroup.com.

Your confidentiality is assured and we look forward to representing you!