

Position Title: Corporate Records and Legal Analyst
Job Number: 1422
Company: Canadian Pacific
Location: Calgary, AB
Application Deadline: November 4, 2010

Company Description:

CP has evolved a great deal since its inception. While the strong pioneering spirit that characterized our company in 1881 continues, the CP of the 21st century is a modern and dynamic international corporation employing approximately 16,000 people.

Today, you can take pride in the fact that you are part of a Class-1 North American railway, providing freight transportation services over a 14,000-mile network in Canada and the United States.

CP serves customers from the resource-based industries of the west, to the manufacturing bases and consumer markets in central Canada and the northern U.S. The commodities we carry include grain, coal, lumber and potash, but also many finished products such as cars, household appliances, food and furniture - to name just a few.

With eight Canada/U.S. border crossings, and a major presence in the ports of Montreal and Vancouver, CP's international reach extends far beyond our own network. Through alliances with other North American Class-1 railways, CP customers have access to the Pacific Northwest, the southern U.S. and Mexico.

CP has invested heavily over three years in new high-performance locomotives, information systems, intermodal terminals, track and signal improvements. These renewed assets have positioned CP to operate more efficiently and accommodate traffic growth.

Canadian Pacific Railway has entered the 21st century with a new sense of purpose and possibility. We've got the right people, the right infrastructure and the right technology.

There are many reasons why more than 15,000 employees have chosen to work at CPR, including:- our culture of ingenuity and innovation -competitive compensation and benefits -our corporate values & culture our commitment to the health & safety of our employees -our commitment and active programs for diversity in the workforce

In addition, CPR utilizes the latest technologies and processes, coupled with a culture of innovation, to ensure that Ingenuity will always separate CPR from the competition.

Our company's ongoing growth and pursuit of both new transportation initiatives and operational improvement require a highly skilled, flexible and committed workforce. Please review our website to find out why and how CPR has become an employer of choice for many, and whether CPR may be a good fit for you.

Position Overview:

- Responsible to update and maintain corporate records management systems and electronic data room.
- Reports to the Senior Counsel and Corporate Secretary

Duties and Responsibilities:

Corporate Records

- Review, update, implement and maintain a records management system for corporate records
- Process, track and retrieve corporate records
- Obtain and prepare corporate records for off-site storage
- Respond to records requests and manage corporate record flow to and from all appropriate parties
- Establish and adhere to document control policies and procedures
- Maintain records concerning Code of Business Ethics training
- Maintain knowledge and awareness of current industry trends as well as current methods and technologies related to records management

Electronic Data Room and Legal Support

- Populate and maintain an electronic data room for use in due diligence during significant corporate transactions including acquisitions and financings
- Provide training and support to internal and external users of electronic data room
- Assist in the preparation, delivery and records management of materials to the Board of Directors of Canadian Pacific Railway Limited and subsidiary companies

Job Requirements:

- Minimum of two years college including specialized courses in records management, business law, or legal assistant training
- Minimum of five years of relevant experience in computerized and manual document control management
- Knowledge of records retention procedures
- Demonstrated information management and organizational skills
- Extremely organized with great attention to detail and accuracy
- Must maintain a high level of discretion
- Ability to work independently as well as interact effectively in a team environment
- MS Office products as well as specialized document management programs and databases

Location to apply: www.cpr.ca