

**Assistant Corporate Secretary  
Internal / External  
Management Professional  
Permanent  
ENMAX Corporation  
Reference: 747244  
Posted: January 26, 2015  
Closing Date: February 8, 2015**

**PEOPLE.** That's the power behind ENMAX Corporation. As one of Alberta's leading energy and utility providers, our employees are the strength and knowledge that continue to drive our success. At the ENMAX group of companies, we look for energy solutions for today, while knowing we have the power to provide for a better tomorrow.

**We know where we're going, want to come?**

Make an impact by contributing your creativity, corporate governance expertise and business acumen in an evolving, progressive role.

**Is this challenge for you? Imagine the possibilities.**

Seize your career potential within an evolving corporate governance structure. Reporting to the Corporate Secretary, you will partner in providing ongoing support and advice to the ENMAX Board of Directors, its Committees, its Shareholder and the Executive leadership team.

**Major Responsibilities:**

- Ensure effective Board administration
  - Plan and execute logistics of all Board, Committee and Shareholder meetings including material preparation and submission
  - Administer, develop and maintain the Board's online portal
- Provide skilled research and corporate records management services
  - Coordinate various governance disclosures and internal/external communication requirements
  - Track and report on current Canadian corporate governance practices
  - Maintain ENMAX's corporate records and minute books as well as completing record research
  - Prepare various documents and briefings for the Board and Shareholder, including meeting minutes
- Project management leadership in preparation for and delivery of key governance events including ENMAX's annual public shareholder meeting
- Support shareholder relations function including coordination of Council communications

**Education Required:**

- Post Secondary degree in Communications, Political Sciences or Social Science
- Governance Designation strongly preferred – ICSA (Institute of Chartered Secretaries and Administrators) or ICD (Institute of Corporate Directors)

**Qualifications & Experience:**

- Minimum 5 years' senior experience in the capacity of corporate secretary, assistant corporate secretary or related field is required
- Experience in carrying out corporate governance practices and processes as well as corporate records management
- Effective project management skills and clear results orientation
- Demonstrates and models a high degree of confidentiality and professionalism

**Personal Qualities:**

- Sound business judgment, discretion and professionalism to ensure balanced support and service is provided to various stakeholders (Board of Directors, Executive team, and ENMAX's Shareholder)
- Articulates written communications effectively in a simple, concise and timely manner
- Superior interpersonal skills, and ability to positively influence and collaborate
- Conscientious, consistently seeks to improve and learn from past experience
- Effectively delivers information and communicate with confidence in all circumstances

**Did we mention the ENMAX Advantage?**

We offer competitive compensation including a comprehensive flexible benefits program, non-downtown location that includes great building amenities such as free onsite fitness facility with programming geared to employees needs, onsite child care centre (upon availability, offered from our ENMAX Place location 141 – 50 Ave. SE), free parking and much more. If you share our values and would like to make a difference with your career, join the team and see where the ENMAX possibilities can take you.

**Location:** 141 - 50th Avenue SE, Calgary, AB

**Note:**

- ENMAX welcomes all qualified applicants to apply, it is our aim to have a workplace which reflects the diversity of the communities we serve.
- ENMAX employees are encouraged to pursue professional development opportunities through our internal **Learning Centre**
- This position requires the successful completion of a criminal background check. Two pieces of valid Government issued ID will be required.
- Two professional references will be requested
- ENMAX employees are eligible for a \$1,000 referral reward for this position!

Please visit our [careers page](#) to learn more about other opportunities at ENMAX Corporation.