

ATCO

G R O U P

Corporate Office

CAREER OPPORTUNITY

ATCO Group, with more than 9,400 employees and assets of approximately \$14 billion, delivers service excellence and innovative business solutions worldwide with leading companies engaged in Structures & Logistics (manufacturing, logistics and noise abatement), Utilities (pipelines, natural gas and electricity transmission and distribution), Energy (power generation, natural gas gathering, processing, storage and liquids extraction), and Technologies (business systems solutions). More information can be found at www.atco.com.

The ATCO Group Corporate Office has an employment opportunity for the following Calgary, Alberta based position:

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| SUBSIDIARY GOVERNANCE ADMINISTRATOR |
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This full-time position offers an opportunity to be part of the team responsible for ensuring ATCO and its subsidiaries worldwide comply with applicable corporate legislation, and to develop and continually improve ATCO's corporate secretarial best practices.

Responsibilities:

- Maintain physical and electronic corporate records, including updating the GEMS entity management database;
- Prepare and file annual returns and any additional filings for various regulatory authorities;
- Prepare shareholder and director resolutions for regular matters such as election of directors, appointment of officers, approval of financial statements, standard banking authorities and dividend declarations;
- Maintain corporate structure chart, director and officer listings etc.;
- Document procedures and make recommendations for procedural improvements;
- Assist with corporate restructuring, incorporation and dissolution of companies;
- Assist with the administration of ATCO trade mark applications, renewals and oppositions;
- Provide additional administrative support to the Manager, Subsidiary Governance, as needed.

Qualifications:

- Preferably five years' relevant experience in a public company's Corporate Secretarial/Legal department or law firm;
- College diploma or equivalent is required and a paralegal diploma or similar designation is an asset;
- Proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook);
- Experience with a legal entity database preferred, preferably Computershare's GEMS entity database including OrgPlus;
- Experience of CORES, SEDI, SEDAR or TSX Securefile filings would be an asset;
- Self-motivated to work independently with a high regard for accuracy, attention to detail and confidentiality;
- Strong organizational skills are essential with the ability to prioritize multiple projects, meet deadlines and work under pressure;
- Excellent written and verbal communication skills and the ability to liaise with all levels of management;
- Must be able to work effectively in a team environment;
- Flexibility and willingness to undertake a variety of assignments and to work outside regular office hours on occasions.

In addition to a dynamic work environment, we offer a competitive compensation package and a comprehensive benefits program. We believe in growing and developing our talent within ATCO and are pleased to offer our employees the ability to advance their careers within the ATCO Group.

Interested candidates should apply by **attaching their cover letter and resume** to ATCO Careers at www.atcocareers.com quoting competition number 70-13-92600-090713 on or before August 2nd, 2013.

We would like to thank everyone for their application; however, only those being considered for the role will be contacted.