

At Kinross Gold, we recognize that your skills, experience and dedication are our most precious resources and we strive to help you leverage them for your ongoing success.

Our values shape our culture, inform how we work, and guide us in managing the opportunities and responsibilities that come with being a global mining company in the 21st century.

Our Values

Putting people first
Outstanding corporate citizenship
High performance culture
Rigorous financial discipline

We are looking for a Law Clerk to work out of our corporate office in downtown Toronto. The ideal candidate will be responsible for administrative services related to a broad range of corporate and securities matters such as preparing and maintaining minute books, completing regulatory filings, and assisting with other legal matters as they arise.

Key Areas of Responsibilities and Duties

Assists with public company filings required by the Toronto Stock Exchange, Canadian and U.S. securities commissions, including coordination of SEDAR and SEDI filings

- Assist with direction, preparation for board of directors' meetings and uploading of associated materials on Boardbooks.
- Assists with direction, preparation of continuous disclosure documents
- Assists with direction, preparation and filing of required regulatory reports.
- Completes corporate compliance filings in various jurisdictions for the parent company and its subsidiaries.
- Assists with direction, the maintenance of minute books physically and electronically, using corporate database for parent company and subsidiaries
- Liaises with the Company's Transfer Agent and responds to shareholder inquiries respecting lost share certificates, estate transfers, etc.
- Liaises with the Legal, Tax, Finance, Treasury and Investor Relations departments with respect to corporate and securities matters
- Drafts and arranges for execution of documents (e.g. Resolutions, consents, certificates of incumbency, officer's certificates, notarial certificates, authorizations, etc.)
- Assists with the preparation of and maintenance of a register of Power of Attorneys.
- Maintains a register of Corporate investment holdings and liaises with appropriate parties to monitor these holdings to ensure regulatory filings are filed when appropriate.
- Makes arrangements for stock transfers, registration of securities and execution of subscription agreements.
- Arranges for the legalization and consularization of various documents with Canadian and U.S. government bodies and respective consulates as required.

Qualifications and Skill Requirements

- College diploma and related professional certifications (i.e. Institute of Law Clerks of Ontario)
- 3-5 years of related experience

- Exceptional interpersonal communication (written and oral) skills
- Computer literate and competency in word processing, data entry, spreadsheets and basic
- Integrity, tact, judgment, ethics and diplomacy in dealing with a full range of customers
- Flexibility to undertake a variety of assignments
- Strong customer service orientation and works well

To be a part of our future growth and success apply now via our website www.kinross.com/careers

Kinross is a Canadian-based gold mining company that employs approximately 7,500 people worldwide. Kinross maintains listings on the Toronto Stock Exchange (symbol:K) and the New York Stock Exchange (symbol:KGC).