

ATCO

G R O U P

Corporate Office

CAREER OPPORTUNITY

With more than 7,500 employees and assets of approximately \$10 billion, the ATCO Group delivers service excellence and innovative business solutions worldwide with leading companies engaged in Utilities, Energy, Structures & Logistics and Technologies.

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

MANAGER, CORPORATE SECRETARIAL

This position offers an opportunity to be part of a team responsible for ensuring ATCO and its subsidiaries worldwide comply with applicable corporate legislation, and to develop and continually improve ATCO's best practices and policies. It also offers the opportunity to gain exposure to all other aspects of work carried out in the Corporate Secretarial Department and for the right individual to develop a career path within the ATCO Group.

This position will be responsible to:

- manage subsidiary governance for the ATCO Group non-public subsidiaries
- oversee the record-keeping, reporting and compliance for subsidiary companies
- manage corporate documentation and notifications, as required, to reflect new corporate entities, amalgamations or dissolutions
- act as Secretary to certain Committees of the public company boards responsible for the distribution of materials, attendance at meetings and preparation of minutes
- oversee the administration of the ATCO Group minute books, share and debenture registries
- oversee the interim and annual shareholder mailings of the ATCO public companies
- oversee the logistics for the public companies' Annual General Meeting of Shareholders

Education/Experience Requirements:

- minimum of seven years work experience in a Public Company in a Corporate Secretarial function
- experience attending meetings of Boards and/or Committees with excellent minute taking skills
- above average knowledge level of procedures and practices relating to public company minute books and corporate documents
- general knowledge of corporate and securities legislation
- strong written and communication skills with a demonstrated ability to comfortably interact with directors and all levels of staff and management
- experience working with corporate and legal database programs is preferred (Secretariat or similar software)
- self motivated with an ability to work independently

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- experience working in a team environment and with supervisory skills
- proficient with Microsoft Word and Excel and ability to learn the Secretariat, SEDAR and SEDI software and filing systems as required
- ability to work well under pressure, prioritize multiple projects and meet deadlines

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 submit their resume to ATCO Careers at www.atcocareers.com quoting competition number #70-10-92600-110215 on or before February 15, 2011.