

Our client, a TSX-listed Canadian-based global mining company, is currently seeking an Assistant Corporate Secretary to join their legal group on a one-year contract. Working out of their Toronto office and reporting to the Vice-President, General Counsel and Secretary, the successful candidate will have first line responsibility for ensuring that our client and its subsidiaries comply with all statutory and regulatory requirements of a corporate secretarial/securities nature with a view to continuous improvement and on-going implementation of best practices. Additionally, the incumbent will work directly with our client's executive team and corporate and operations staff, the Board of Directors, external legal counsel, outside service and government agencies.

Responsibilities include, but are not limited to:

- organizing, coordinating and overseeing the holding of shareholders meetings, board and board committee meetings and the preparation of related meeting materials and minutes/resolutions;
- maintaining the minute books of our client and its subsidiaries;
- monitoring and completing all corporate company filings and maintaining the status of the companies and their provincial registrations;
- reporting all SEDI and SEDAR regulatory filings;
- ensuring compliance with all relevant filing and reporting requirements of the TSX and Canadian securities regulatory authorities;
- maintaining and managing corporate records; and
- overseeing and assisting with certain aspects of the Corporation's Investor Relations function.

Requirements:

The ideal candidate for this role will have a Law Clerk designation from a recognized institution and will have a minimum of 5 years of corporate and securities legal experience as a law clerk with a respected law firm or in-house legal environment. Applicants must have a meticulous attention to detail, a strong demonstrated service orientation, and the ability to prioritize and address important issues under tight deadlines.

To Apply:

Interested and qualified candidates should apply in confidence to Jon Veale, LL.B., Division Director, at jonathan.veale@roberthalflegal.com.

About Us:

Located in major markets throughout North America, Robert Half Legal is the premier provider of legal professionals on a full-time, project and temporary basis to law firms and corporate legal departments. We offer our candidates challenging assignments, competitive compensation and benefits, and skills-enhancement training. Robert Half Legal is better at finding you challenging new career opportunities because we come from

the legal industry ourselves, with a majority of our staffing executives holding JDs or other legal credentials. Additionally, we were just ranked number one in our industry on *Fortune's* list of America's Most Admired Companies.

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** Robert Half Legal is an Equal Opportunity Employer.*

Office Information:

Robert Half Legal
Brookfield Place, Bay-Wellington Tower
181 Bay Street, Suite 820, PO Box 824
Toronto, Ontario M5J 2T3
Tel: (416) 365-3153
E: toronto@roberthalflegal.com