



ALAMOS GOLD INC.

TSX:AGI | NYSE:AGI

Position Title: Law Clerk

Company: Alamos Gold Inc.

Location: Toronto, Ontario

Application Deadline: Friday, February 12, 2016

About Alamos Gold Inc.: Alamos is a Canadian-based intermediate gold producer with diversified production from three operating mines in North America. This includes the Young-Davidson mine in northern Ontario, Canada and the Mulatos and El Chanate mines in Sonora State, Mexico. Additionally, the Company has a significant portfolio of exploration through advanced development stage projects in Mexico, Turkey, Canada and the United States. Alamos employs more than 1,300 people and is committed to the highest standards of sustainable development.

Role Overview: Reporting to the Vice President, General Counsel this role provides assistance in all stages of corporate transactions and day to day legal function of the Company.

Primary Responsibilities:

- Lead on management of various legal related systems including contract, records, legal files, land management and precedents system;
- Receive mail/email, processing and responding as appropriate;
- Preparation/drafting and filing reports and documentation to the following – SEDAR, co-ordination of Edgar filings with the SEC, filings as required with provincial and federal regulators, NYSE filings;
- Correspond with staff and their brokers in order to exercise their SARs or stock options as well as the preparation of treasury orders on exercise of options and corresponding with the transfer agent;
- Provide assistance with the preparation for and closing of various corporate transactions (i.e. documentation for annual filings; amendments, withdrawals, mergers and dissolutions of corporations, including M&As and initial public offerings);
- Provide assistance with the preparation of draft responses to auditors' requests for information;
- Provide assistance with the preparation of securities exchange filing requirements and respond to the requirements of various securities agency regulatory bodies (Annual Information Form, Management Information Circular, etc.);
- Assist in orchestrating the organization's shareholder meetings;

- Provide accurate word-processing support by composing and/or editing a variety of routine and non-routine documents;
- Actively maintain schedules with consistent follow-up;
- Process employee on-boarding and off-boarding as related to initial and annual long term incentive grants;
- Draft simple agreements or agreements from precedents as required;
- Legal administrative duties as required;
- Prepare monthly expense reports; and
- Other duties, as assigned.

Skills, Knowledge, Qualifications and Experience:

- University Degree or College Diploma as a Law Clerk;
- 5-7 years of relevant experience as a Corporate Law Clerk (candidates with both in-house experience and law firm training preferred);
- Mining industry experience preferred;
- Advanced knowledge of Microsoft Office;
- Exemplary communication skills (oral, written, presentation);
- Excellent proofreading skills and an ability to pay attention to details;
- Excellent organizational and time management skills; and
- Experience with preparation/drafting and filing reports and documentation to various regulatory authorities – SEDAR, EDGAR, TSX and NYSE, among others.

Contact Information:

- To apply, please visit the Careers section of our website at www.alamosgold.com
- While we thank all candidates for their interest, only those short-listed will be contacted