

## **Role – Paralegal Secretary / Assistant to Corporate Secretary**

### **Role Description**

This role has the primary responsibility for providing assistance to the Corporate Secretary with contracts, share issuance transactions, corporate filings and other matters for the company. The successful candidate will gather, prepare, and summarize relevant materials for use by legal counsel. This role is also responsible for preparing all documents related to corporate minutes and resolutions, and filing appropriate reports with Canadian and U.S. regulatory agencies as necessary.

### **Responsibilities:**

- Create and maintain key corporate documents required to administer corporate entities for the conduct of business in multiple jurisdictions, including the completion of share documents, corporate membership records and calculation of regulatory fees.
- Responsible for SEDAR, SEDI, EDGAR, E-Service, and V-File filings as required.
- Manage stock options and warrants, liaise with the company's transfer agent, including the preparation of treasury orders, and maintain up to date lists of all issued and issuable securities;
- Experience in NYSE-MKT, TSX, TSXV, SEC, and BCSC compliance matters.
- Maintain corporate records.
- Create and maintain corporate disclosures and compliance with corporation laws.
- Subsidiary management and governance.
- Monitor corporate governance developments and assist in meeting regulatory compliance.
- Assist with initial review of corporate contracts.
- Prepare general correspondence/memorandums relating to corporate projects and initiatives.
- Maintain internal entities databases.
- Recognize and support the Company's mission, vision and values.
- Update various organizational charts, and subsidiary registers.
- Any other duties as assigned by Corporate Secretary or outside legal counsel.

### **Qualifications:**

- Minimum of B.S./B.A. degree with emphasis in legal or business discipline
- Paralegal certificate and/or graduate degree in a legal discipline preferred
- Minimum 5 years paralegal or corporate governance experience
- Detail oriented, self-motivated and analytical
- Effective oral and written communication and organizational skills
- Legal and regulatory filing experience
- Experience drafting corporate resolutions
- Strong sense of time management
- Proficiency in English