



Job Posting- Paralegal, Securities & Corporate

The Role

The Paralegal, Securities & Corporate will have exceptional securities experience and will provide key support to the Legal Department. While fulfilling the responsibilities of this position, you will build trusting and productive relationships with a variety of people and job functions, both within the organization and externally. You will also be a key liaison with Pason's Board of Directors, and therefore, must have exceptional communication skills and professionalism. The Paralegal, Securities & Corporate will be required to analyze and anticipate the needs of the Legal Department and the Board of Directors.

Essential Duties and Responsibilities

- Act as the first point of contact for the Legal Department, providing support as needed.
- Maintain a good working relationship with the senior leadership team and internal departments that work with the Legal Department.
- Maintain corporate and department records.
- Supervise and perform corporate and securities filings in all jurisdictions (such as annual returns, extra-provincial registrations, securities commission, stock exchange and SEDI filings).
- Co-ordinate and follow-up with the Finance Department in organizing and completing a variety of securities-related transactions, including option grants, normal course issuer bids and corporate reorganizations.
- Prepare and file exempt distribution reports, insider reports, material change reports and early warning reports to ensure ongoing compliance with continuous disclosure requirements and regulatory filings with the TSX and Securities Commission.
- Draft various corporate resolutions, meeting minutes, agreements, board packages and other meeting materials and legal correspondence.
- Coordinate the various aspects of the annual meeting of shareholders, including liaising with the transfer agent and assisting with the Chairman's script.

- Assist with the preparation of annual disclosure documents (i.e. AIF, Information Circular and the Annual Report).
- Serve as a primary contact for electronic board books using Diligent software.
- Manage insider trading and other related notifications.
- Gather evidence with respect to ongoing or potential litigation, such as responding to subpoenas and other information requests, and work with external legal counsel requesting such information and the various business units where such information resides.
- Assist in corporate transactions, including conducting due diligence searches, drafting and compiling lists of documents together with all resolutions and reorganization documents.
- Coordinate incorporations/registrations in new jurisdictions.
- Coordinate the legalization of documents with foreign jurisdiction consulates.

Knowledge, Skills, and Abilities

- Professionalism, discretion and strong interpersonal skills.
- Must have intermediate to advanced computer skills with all Microsoft Office applications, such as: Word, Excel, PowerPoint, and Outlook.
- Practical experience managing corporate and securities filings (SEDAR, SEDI, TSX SecureFile).
- Ability to quickly modify work priorities to meet unexpected and sometimes competing deadlines.
- Practical, detail oriented, flexible and dedicated team player.
- Expectation of complete confidentiality on all business matters.
- Ability to work independently and take initiative when needed.

Work Experience

- 7+ years' experience with public company securities, corporate secretarial and/or paralegal experience preferred.
- Familiarity with securities filings and timing is considered an asset.

- Experience using Diligent is considered an asset.

Education

- Legal Assistant or Paralegal Diploma or equivalent required.

Application Process

If this sounds like Your Pason, and you are seeking a dynamic work environment where you will join a talented group of imaginative and creative people, then we would like to hear from you. We invite you to www.pason.com/careers to apply. No telephone calls please. We thank all applicants in advance, however, only those selected for an interview will be contacted.