

## PARALEGAL

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**Company:** Public and International Management and Holding Company

**Location:** Montreal

### ROLES AND RESPONSIBILITIES

Supporting the Director, Corporate Services - Legal Division, you will be responsible for:

- Preparation of Board and Committee meetings of the Company and some of its subsidiaries (including notice of meeting, agenda, Chairman's Note, minutes, attendance fees, logistics, etc.) as well as the Annual General Meeting of Shareholders
- Update of minute books and registers and preparation of various resolutions
- Filing of CALURA, Federal, Provincial and Extra-provincial Returns
- Insider Reports on SEDI; TSX reports
- Relationship with transfer agent and trustee (dividend notice, lapsed payments, unclaimed dividends, questions of shareholders, debentures, etc.)
- Proof-reading – Annual and quarterly reports
- Preparation of Management Proxy Circular (including calculation of shares outstanding, stock options, Annual Questionnaires to Directors, proof-reading, etc.)
- Chairman's script and other documents related to the Annual General Meeting of Shareholders
- Update of the corporate database ENACT
- Occasional completion and mailing of different forms and questionnaires to directors and officers
- Preparation of various documents for transactions
- Preparation of regulatory filings and related documents together with counsels on various compliance related matters

### QUALIFICATIONS

- 7 - 10 years of experience as a corporate paralegal
- Previous experience working at a public company and/or in securities would be a significant asset
- Must be perfectly bilingual (oral and written) and have solid drafting skills (French grammar must be impeccable)
- Must demonstrate core Company's values, including strong ethics, professionalism, integrity, confidentiality and discretion
- Must be able to manage stress well during period of intense activity
- Must be very efficient, proactive, organized, disciplined and detail oriented
- Should have a very good working knowledge of Microsoft Office tools
- Should have strong interpersonal skills and be a good team player
- Should possess sound judgment and common sense
- Should be available to travel occasionally for Board and committee meetings
- Knowledge of the Solium Capital Inc. (online administration of stock options and share units), Diligent Boards (online posting of Board material) and ENACT (corporate database) platforms would be a significant asset

***Please note that only candidates selected for interviews will be contacted.***

**CONTACT INFORMATION**

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Marie Wong: [mwong@shoreassoc.com](mailto:mwong@shoreassoc.com) – 514-878-2624