

## **DIRECTOR, CORPORATE AFFAIRS AND SECURITIES LAW**

---

**Company: a growing retailer**

**Location: Mount-Royal**

### **ROLES AND RESPONSIBILITIES**

Reporting directly to the Vice-President, Legal Affairs and Corporate Secretary, the successful candidate will be responsible for:

- Overseeing preparation of continuous disclosure documents (including the annual information form, the management proxy circular);
- Participating in financing transactions, including bank financing and bond financing;
- Monitoring legislative, regulatory, jurisprudential and other changes in corporate, securities and governance law that may affect the Company;
- Participating in the preparation and review of materials for the meetings of the board of directors and its committees, including meeting agendas, resolutions, minutes and management presentations;
- Participating in the development of policies and procedures for the board of directors and the corporation;
- Performing any tasks related to the Corporate Secretariat, including portfolio management of companies affiliated with the corporation;
- Providing legal advice on matters of corporate law, securities law and governance.

### **QUALIFICATIONS**

- Law degree and member of the Quebec Bar;
- Minimum of seven (7) years of experience in the fields of corporate law and securities law;
- Fully bilingual with excellent drafting skills in English and French;
- Ability to work under pressure;
- Self-discipline, initiative;
- Analytical skills;
- Strong attention to detail;
- Proficiency in Microsoft Office Suite.

***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