

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.
- Participate in current and future strategic growth initiatives, e.g. strategic partnerships, acquisition of leases from other retail chains, major construction projects (warehouse, distribution centre, etc)

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 – 514-878-2624