

Assistant Corporate Secretary Position

Job Posting 2021.GMM.02

SUMMARY OF POSITION

This a full time position with Global Mining Management Corporation, an organization representing a group of international mining and technology companies with business offices throughout the globe. The position will provide administrative corporate and compliance services to various public and private companies. The successful candidate will assist the Corporate Secretary in preparing documents to ensure regulatory compliance, providing assistance in all stages of corporate transactions and performing high-level administrative corporate secretarial activities for a number of companies.

DUTIES & RESPONSIBILITIES

- * Assist with preparing corporate resolutions approving various transactions as they arise, maintaining option, RSU, DSU and warrant registers, and filing corporate records;
- * Assist in documenting financings – preparing/reviewing subscription agreements and related materials;
- * Handling of filings with the TSX-V, OTCIQ, SEDAR, SEDI and BCSC;
- * Processing name changes, records office changes, changes in shareholders, directors and officers, etc.;
- * Drafting agreements;
- * Proofreading and editing documents to ensure compliance with corporate and securities regulations;
- * Assisting with arrangements for board/committee meetings and acting as recording secretary when required;
- * Working with Board members when required - managing meeting logistics, including the coordination, preparation and distribution of materials, meeting agendas, notifications, meeting minutes, and preparing resolutions for boards of directors/committees as directed by the Corporate Secretary;
- * Coordinating and maintaining appropriate corporate and shareholder records and registrations;
- * Effectively handling time sensitive materials including share issuances, regulatory compliance issues, warrant exercises and stock options;
- * As directed by the Corporate Secretary, act as corporate liaison with stock exchanges, securities agencies, regulatory bodies, transfer agent and external legal counsel;
- * Filing insider reports, ensuring insiders comply with insider trading restrictions and maintaining a calendar of blackout periods;
- * Coordinating shareholder meetings and preparing shareholder meeting materials;
- * Ensuring compliance with all authorities as required by company policies and relevant government laws and regulations.

QUALIFICATIONS & SKILLS REQUIRED

- * Minimum 5 years' experience in an administration, senior level assistant role or paralegal, including experience working with the board or executive management with respect to corporate records and compliance.
- * Knowledge of corporate secretarial and corporate governance regulations, developments and best practices with working knowledge of corporate and securities law.
- * Strong organizational and time management skills, with experience prioritizing multiple projects at once.
- * Ability to work under pressure and meet deadlines while working in a high paced, fast-changing environment.
- * Must be self-motivated and able to work both independently and in a collaborative team environment.
- * Possess initiative with confidence and good judgment to be able to work with minimal direction and to respond effectively to issues.
- * Excellent attention to detail with a strong work ethic, along with superior computer skills with a high degree of accuracy.
- * Working knowledge of ALF corporate records software a definite asset.
- * Must enjoy working in a complex corporate structure, working with multiple companies that are located in different countries around the world.

Global Mining Management Corporation offers a positive, professional and entrepreneurial office environment and the opportunity to work and grow with talented colleagues. If you have the above skills and qualifications and would like to join the Global Mining Management team, please forward your resume and letter of interest with salary expectations, in confidence, to:

President and Head of Human Resources
Global Mining Management Corporation
hrrservices@ivancorp.com