



**Job Posting: Corporate Paralegal – Calgary, AB**

**Job Category: Legal**

**Requisition Number: 1451**

**TriSummit Utilities Inc. (TSU)** is an energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to make communities a better place to live, by connecting them to the energy they want, when they need it, now and into the future. In an ever-changing world, our vision is to adapt, using our energy infrastructure to provide increasing value to our communities and investors. Our people take great pride in supporting and having a positive impact in the communities where we live and work. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

**What You Will Do:**

As a **Corporate Paralegal**, you will play an essential role within our Legal team. This is a unique role offering the opportunity to join a dynamic Legal Department in providing corporate legal support across the organization. We are looking for someone who is a team player and ready to contribute to our continued success. Reporting to the Senior Legal Counsel, you will be responsible for attending to corporate maintenance matters and routine filings, drafting and preparing documents, assisting with corporate governance and corporate secretarial matters, and providing administrative support to the Legal Department as needed.

Your responsibilities will include, but are not limited to:

- Maintain minute books and routine filings for TSU and its affiliates.
- Maintain TSU and its affiliates in good standing in the jurisdictions in which they carry on business, which includes all required annual returns.
- Maintain a listing of officers and directors as well as the corporate organizational chart.
- Prepare documentation for corporate matters, including correspondence, agreements, memos, and first drafts of routine documents.
- Review, proofread, format, and edit agreements and other legal documents.
- Maintain and organize legal files to ensure they are easily retrievable, and file/scan all paper or electronic correspondence/records into the organization's document management system.
- Assist with the preparation and posting of board agendas and other meeting materials to Diligent Boards.
- Prepare draft meeting minutes and resolutions and maintain final documentation.
- Assist with the annual review and preparation of corporate governance documents and public disclosure materials.
- Undertake research projects to provide information and support documentation required for specific meetings and other initiatives.
- Code, process, and track all legal invoices.
- Provide other administrative support to members of the Legal Department as assigned.

### **What You Will Need to Succeed:**

This position has the following occupational requirements:

- Diploma/Certificate in paralegal studies or a combination of education and experience.
- Minimum of 4 years of related working experience as a paralegal in a law firm or in-house legal setting.

To excel in this position, we recommend that candidates have the following skills and qualifications:

- Strong knowledge of Canadian corporate law and procedures. Experience with US entities is considered an asset.
- Experience supporting the corporate secretarial function and the Board of Directors is considered an asset.
- Experience in SharePoint and Diligent Boards is considered an asset.
- Excellent research and analytical skills, good judgement, high level of accuracy, and strong attention to detail.
- Strong interpersonal communication skills.
- Highly organized with the ability to balance multiple priorities.
- Demonstrates a high level of integrity; comfortable handling confidential and sensitive matters.
- Flexible and willing to take on projects as required.
- Ability to work both independently and in a team environment.

If you meet most of the position skills and qualifications, you are still encouraged to express your interest in joining our team. We invite applicants to submit their resumes, emphasizing their accomplishments that align with the occupational requirements. Your distinct skills and experiences may still qualify you as a valuable addition to our team.

### **What We Will Provide:**

**TriSummit Utilities Inc.** is committed to your professional and personal growth, as well as your overall health and safety. When you join our team, here is what you can expect:

- Competitive compensation with incentive programs.
- Comprehensive health, dental, prescription, and vision benefits.
- Retirement & savings plans.
- Insurance coverage for life, LTD, AD&D, and critical illness.
- Employee Assistance Program for legal, financial, and health-related support.
- Generous leave policies, including vacation and corporate days off.
- A Hybrid Work model tailored to the requirements of the Calgary Office.
- A safety-centric culture.

### **Inclusive Workplace:**

At **TriSummit Utilities Inc.**, we are dedicated to creating an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We firmly believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results. We

encourage applications from candidates of all backgrounds to help us continue building an inclusive workplace.

**Ready to Join Us?**

If you are eager to be part of our team and make a difference in the energy industry, please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!