



Senior Corporate Paralegal

Rockpoint Gas Storage is the largest independent owner and operator of natural gas storage in North America, with strategically located assets in key natural gas producing and consuming regions. Rockpoint Gas Storage owns and operates multiple facilities, including the AECO Hub^(TM) and Warwick in Alberta, Canada; Wild Goose and Lodi in California; Salt Plains in Oklahoma and 50% of Tres Palacios in Texas. In total, Rockpoint Gas Storage owns and operates approximately 300 Bcf of gas storage capacity. Please visit www.rockpointgs.com for more information.

The Company is based in Calgary, Alberta and has an immediate opening for a Senior Corporate Paralegal.

The purpose of this document is to outline the basic role and responsibilities of the Senior Corporate Paralegal for Rockpoint Gas Storage and its subsidiaries and other assets within the company's portfolio. It is not the intent of this document to specify all duties associated with the position, but to give a general understanding of the expectations and capabilities the position carries.

The Opportunity:

Reporting to the Vice-president, General Counsel and Corporate Secretary, as the Senior Corporate Paralegal you will be a part of a small team with a range of responsibilities that encompass all facets of the governance of Rockpoint's various natural gas storage assets and affiliate companies. If you are looking for a dynamic and challenging career and would like to widen your breadth of experience this is a great opportunity. The candidate will be expected to contribute immediately as well as become involved in longer-term business initiatives that support Rockpoint's strategic vision.

The specific area of responsibility will be tailored initially to the successful candidate's experience as we need someone to hit the ground running. This position will offer the right candidate variety in their daily work, learning opportunities and the chance to offer creative solutions. We are seeking an individual with a strong work ethic, who is self-motivated and able to work under minimal supervision. We require someone who is known as an open and honest team player, and who has a positive, engaging attitude.

Key Accountabilities

- Manage board meeting logistics including preparation and distribution of materials, meeting agendas, and notifications.
- Prepare minutes of all board and sub-committee meetings.
- Draft board resolutions and resolutions in writing for affiliate companies in multiple jurisdictions.
- Manage KYC (know your client) requests and other third-party inquiries related to governance.
- Manage the minute books of all affiliate companies in Rockpoint's platform, both in Canada and the U.S.
- Liaise with Rockpoint's board of directors for signatures and approvals when required.
- Prepare and complete all jurisdictional filings for all affiliate companies.
- Support all acquisition and divestiture activities as well as financings.
- Manage a data room for external debt holders including routine compiling of documents and upkeep of data room index.
- Liaise with trust agent for reporting requirements under external debt agreements.
- Create and maintain corporate records of officer and director listings.
- Support the Legal group and Executive Team as needed.
- Track Rockpoint's internal compliance training.
- Respond to or support audits from third parties, such as banks or other credit parties.
- Prepare and compose letters and legal correspondence.

Education and Experience:

- Successful completion of legal assistant or paralegal diploma/degree program.
- 5+ years law firm or in-house experience as a corporate paralegal or similar function.

Knowledge and Attributes:

- Highly developed level of accuracy and attention to details
- Takes pride in high quality work
- Exceptional time management skills
- Effective communication both written and spoken
- Strong analytical skills
- Self-directed and able to work in a dynamic team-oriented environment
- Supportive and committed team member
- Resourceful and forward-thinking
- Proficient in MS Office Suite, with above average skills in PowerPoint,, Word and Adobe

For more information about Rockpoint Gas Storage, visit our website at www.rockpointgs.com

Rockpoint Gas Storage is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in the country in which the job opportunity is located are welcome to apply.

We thank all applicants for their interest in Rockpoint Gas Storage; however only those candidates selected for an interview will be contacted.