



Job title: **Coordinator, Legal Affairs and Assistant Corporate Secretary**
City: **Montreal**

Otéra Capital offers a wide array of commercial real estate financing services from debt issuing and underwriting to asset management, along with a sophisticated range of products extending from conventional mortgages to structured financial products.

We are a subsidiary of the Caisse de dépôt et placement du Québec, one of the largest institutional fund managers in Canada and the US.

Otéra is a fast-growing company that brings together a group of real estate debt specialists that work as a team, adapting to the needs of clients, borrowers and investors. Our team is still growing, and we continue to seek new talent and seasoned expertise – enthusiastic professionals, ready and willing to support the values that guide our management philosophy: commitment, teamwork, openness and the pursuit of excellence.

Role

This is a temporary contract position for a period of 12 months

Reporting to the Director, Legal affairs and Corporate Secretariat, the successful candidate will be responsible for organizing and planning meetings of the Board of Directors of Otéra and of its various committees. The candidate will attend these meetings, take notes and write the official minutes. He will also assist the Director in any tasks relevant to the work of the corporate secretary.

This position is part of a dynamic team that contributes significantly to the company's success within an evolving business context.

Key responsibilities

- Organize and plan meetings of the Board of Directors of Otéra and of its various committees («Committees») in collaboration with the Director, Legal affairs and corporate secretariat. Confirm availability of Committees members, prepare meeting agendas, obtain or prepare the necessary documents and forward these to Committees members, take notes at the meetings and prepare the official minutes
- Update the list of subsidiaries and the organizational charts of all Otéra entities on a regular basis
- Prepare the company corporate reports required by our shareholders
- Write corporate documents concerning changes of board members and officers, declarations of dividends, stock issues and transfers and dissolutions for Otéra entities
- Prepare resolution extracts and delegations of power required for the signing of legal documents
- Prepare annual reports in all jurisdictions, information returns and amended returns as needed for updating all Otéra entities
- Prepare documents concerning registrations of Otéra entities outside the province
- Keep the official minutes books and lists of Otéra entities up-to-date
- Prepare renewals of licences and permits for Otéra entities as required
- Perform any other tasks related to the position
- Support the Otéra management philosophy and values

Qualifications

- College-level diploma (DEC) in legal techniques or the equivalent
- At least five (5) years' experience as a paralegal in corporate law
- Experience in taking and writing minutes an asset
- Excellent sense of organization
- Able to work under pressure
- Diplomatic, resourceful, rigorous, meticulous and able to work effectively without supervision
- Good knowledge of Quebec and Canadian corporate laws
- Bilingual in English and French (spoken and written)
- Knowledge of GEMS software an asset

Otéra Capital is an equal-opportunity employer. We welcome applications for this position from all qualified candidates.

Please send your resume to:

Otéra Capital

cvrh@oteracapital.com

World Trade Centre

413 St-Jacques – Suite 700

Montreal QC H2Y 1N9

