



## **Paralegal – Job Description**

Osisko Gold Royalties Ltd is an intermediate mining royalty and exploration company headquartered in Montreal, Québec. In addition to holding two world-class gold royalty assets on two operating gold mines in Québec, Osisko's assets include royalties on exploration projects in Northern Ontario and exploration properties in Québec, as well as mining assets in Québec, the United States and Mexico. Osisko also holds an investment portfolios of several emerging exploration companies. Osisko's legal and corporate department is seeking an experienced paralegal to work with the Vice President of Legal Affairs and Corporate Secretary to help manage the company's growth.

### **Responsibilities**

In collaboration with the Vice President of Legal Affairs and Corporate Secretary, the candidate will assume the following responsibilities:

- Filing of information required by regulatory authorities having jurisdiction over the company, its subsidiaries and its affiliates (stock exchange, securities commissions, company registries, etc.) in the appropriate jurisdictions;
- Monitoring the compliance of the company, its subsidiaries and its affiliates, including the preparation of annual general meetings, as needed, in accordance with the requirements of the appropriate jurisdictions;
- Assisting with drafting certain continuous disclosure documents;
- Managing agenda for board and committee meetings for the company, its subsidiaries and its affiliates, and follow-up of issues;
- Monitoring and follow-up of regulatory updates to ensure compliance by the company, its subsidiaries and its affiliates;
- Assisting with the development and improvement of corporate governance;
- Preparing administrative, commercial and corporate documentation;
- Assisting with due diligence and the preparing certain aspects of corporate or commercial transactions;
- Ensuring efficient organization of legal and corporate information within the company, its subsidiaries and its affiliates;

- Drafting of basic contracts, agreements, corporate resolutions and other documents of a legal nature;
- Managing administration of mining and land titles of the company, its subsidiaries and its affiliates.

### **Candidate profile**

- College diploma in legal technique or equivalent;
- At least 5 to 10 years' experience as a paralegal in corporate law in a publicly traded company;
- A rigorous approach, attention to detail and good judgement;
- Ability to independently manage several files at once;
- Excellent sense of priorities and team spirit, organizational skills and initiative;
- Desire to work within a company that promotes entrepreneurial culture;
- Excellent knowledge of French and English, both oral and written;
- Excellent understanding of Microsoft Office computer applications.

### **Remuneration**

- The company offers competitive remuneration and social benefits.

Interested candidates should send their CVs to [info@osiskogr.com](mailto:info@osiskogr.com).

*(The masculine form was used to make the text easier to read.)*