



Osisko Gold Royalties Ltd

300-1100, avenue des Canadiens-de-Montréal
Montreal, Québec H3B 2S2

Legal Assistant

Permanent

Legal Group

YOUR ROLE

As a legal assistant in the legal group of Osisko Gold Royalties Ltd, you will provide support to the team in their various mandates. Your responsibilities will include:

- Draft, edit and track correspondence (paper and electronic);
- Prepare and review various legal documents;
- Prepare and assemble the required documentation for transactions;
- Coordinating the logistics of meetings and travel;
- Follow-up with a variety of stakeholders, both internal and external;
- Prepare expense accounts.

Reports to the Vice President, Legal Affairs and Corporate Secretary, the successful candidate will have the following responsibilities:

- Provide administrative support to the Vice President, Legal Affairs and Corporate Secretary and the team members;
- Assist in the drafting of correspondence and the preparation and review of legal documents and agreements in both official languages;
- Examine and analyze documents in accordance with established procedures and guidelines;
- Coordinate the participation of several internal parties to ensure the production of legal documents within the required time frame;
- Develop, organize and maintain an efficient filing system;
- Implement and maintain a reminder system (tasks, measures to be taken, follow-up);
- Create and maintain a legal database by downloading related contracts and documents and keep it up to date by regularly checking the accuracy of its content;
- Perform all other related clerical and administrative tasks (expense account, photocopies, mailings, etc.);
- Participate in the preparation of presentations for meetings of the Board of Directors and its Committees;
- Execute special projects upon request.

EDUCATION/ACCREDITATION:

- Legal Assistant Diploma or equivalent.
- Minimum three (3) years of experience as a legal assistant.
- In-depth knowledge of Microsoft Office, including PowerPoint and Excel.
- Strong attention to detail and superior word processing, spelling, proofreading and editing skills.
- Capacity to perform duties with speed and accuracy.
- Strong time management, organizational and multi-tasking skills and ability to work under pressure to meet important deadlines.
- Ability to follow-up on files and delays with minimal supervision.
- High level of discretion and confidentiality.
- Flexibility to occasionally work overtime.
- Bilingualism (French/English) required.

Please send your resume to: caiello@osiskogr.com