



Intermediate Corporate Paralegal

Blue Sky Resources Ltd. has an exciting opportunity for an Intermediate Corporate Paralegal to join their team. This position will work closely with all departments to ensure legal compliance throughout the organization. Proper maintenance of corporate records as well as responsibility for legal correspondence are major functions of this role.

Blue Sky Resources Ltd. is a private Canadian oil and gas exploration company currently producing close to 8,500 boe/d production, mainly in Alberta and British Columbia. Blue Sky is affiliated with the Blue Sky Group ("BSG"), which is focused on international E&P projects, particularly in Southeast Asia.

We offer a competitive salary, comprehensive benefits package including health spending account, generous time off, matching RRSP program and bonus potential.

This position will be based out of our corporate headquarters in Calgary, AB.

Job duties will include:

- Serving as the primary point of contact for internal and external stakeholders on all legal matters
- Review and prepare all legal correspondence related to the organization, as well as co-ordinate the flow of information
- Liaise with external counsel, clients and creditors
- Drafting and reviewing contracts and agreements, to ensure they are correct and comply with legal procedures and standards
- Preparing engagement letters for new clients, vendors or employees
- Corresponding with government agencies including AER, OWA, CRA as well as local towns, counties and indigenous communities
- Arrange and handle all logistics for corporate meetings and events including schedule meetings, drafting agendas, develop, compile and distribute presentation materials
- Updating and maintaining corporate minute book records for the Corporation's affiliates and subsidiaries
- Coordinating and working with other administrative departments as needed

Qualifications + Skills

- 2+ years of experience working in a law firm
- 3-5 years of experience preferably working in a corporate law environment
- Preference will be given to those with previous oil and gas experience
- Completion of a recognized 2-year Paralegal Diploma program
- Membership with the Alberta Association of Professional Paralegals
- Accreditation for CORES Level 1, 2 and 3
- Strong analytical and accuracy skills and problem solving with minimal supervision
- Ability to handle of strict deadlines, multiple priorities and highly confidential information

Please forward resumes to Brett Maronda, HR Manager (brett.m@bsrl.ca).