

Legal & General Office Administrative Assistant - Contract

Oilsands Quest requires a strong Administrative Assistant to provide legal and general office support in the Calgary head office. Reporting to the Manager, HR & Administration, the successful candidate will work from approximately February 2012 until August 2012 with the possibility of contract extension.

General responsibilities include:

- Acting as the main point of contact for the production of regulatory reporting (Form 10-K, 10-Q, 8-K, Proxy)
 - The candidate will be the main liaison between Thomson Reuters, OQI management and legal counsel in the preparation of corporate filings including the preparation of financial statements.
 - In this role the candidate will be responsible for gathering comments received from management, legal counsel and auditors. They will update and “black line” changes in MS Word and send them to Thomson Reuters for HTML and XBRL formatting.
 - The candidate will need to track the status of Thomson Reuters’s work, follow up on queries, and review changes made by Thomson Reuters once received.
 - The candidate will be the main point of contact with Canadian counsel for the filing of documents on SEDAR.
- Preparing audit legal letters and ensuring responses are received.
- Preparing management representation letters and other audit requests.
- Preparing all Board & Committee materials. Responding to requests from Board and Committee members.
- Liaising with external counsel for the preparation of Annual Returns and maintenance of corporate records.
- Maintaining contract files.
- General Reception/Administrative duties include:
 - Managing the switchboard
 - Ordering stationary supplies
 - Ensuring all boardrooms and kitchen are tidy and adequately stocked with supplies
 - Distributing incoming & outgoing mail ; faxes
 - Arranging for couriers
 - Maintaining printers and copiers
 - Providing administrative support to CEO, Investor Relations, and Finance

Requirements:

- Strong administrative assistant with MS Office skills (particularly Word) and financial statement preparation
- Legal assistant or Paralegal experience are preferred.
- Experience with regulatory filing (Canadian or US).
- Be a self-starter and able to work independently with little direction from others.

Ideally, **the successful candidate will be available to start on or about January 23, 2012.** However an early February start will be accommodated.

Please send your resumé and covering letter to:

Email: hr@oilsandsquest.com

Mail: Oilsands Quest Inc.
Human Resources
800, 1333 – 8th Street SW
Calgary, AB T2R 1M6

Oilsands Quest thanks all those who have applied however only those required for interview will be contacted.