



TSX.V: ELBM
OTCQX: ELBMF

CORPORATE SECRETARY

Location: Flexible

Reference No: 2022-014

Position Type: Part Time, Contract

Rate of Pay: Salary, Commensurate with experience and qualifications

ABOUT ELECTRA BATTERY MATERIALS

Electra is building North America's only fully integrated, localized and environmentally sustainable battery materials park. Leveraging the company's own mining assets and business partners, the Electra Battery Materials Park will host cobalt and nickel sulfate production plants, a large-scale lithium-ion battery recycling facility, and battery precursor materials production, which will serve both North American and global customers. Electra Battery Materials is an integral part of the North American battery supply chain, providing low-carbon, sustainable and traceable raw materials for the region's fast growing electric vehicle industry.

JOB DESCRIPTION

Electra Battery Materials currently has an exciting opportunity for a Corporate Secretary. The Corporate Secretary will report to the Chief Financial Officer and acts as the primary advisor and resource for the Board of Directors through developing, implementing, and continuously improving standards and procedures to guide and facilitate decision-making while ensuring compliance to the governance framework.

RESPONSIBILITIES

The successful candidate's primary responsibilities may include:

- Develop and manage the implementation of policies, standards and systems to ensure Board activities and decisions are in compliance with all Authorities as required by the Corporation's bylaws, and relevant government laws and regulations;
- Develop and manage the implementation of policies and procedures required to safeguard corporate governance documents and records including official filings, legal documents, minutes, records, and reports;
- Develop the policies and systems for coordinating and maintaining appropriate corporate and shareholder records and registrations, responses to shareholder requests for information and delivery of shareholder services;
- Manage external correspondence and ensuring that requests made of the Board, or relevant to governance or public company compliance matters, are reported and responded to in a timely manner;
- Oversight of all annual filings of required reports and information and keeping all corporate records up to date;
- Identify, develop and implement process improvements including new methods, processes and tools for efficient, effective and innovative ways of delivering governance best practices;
- Manages the coordination of Board and Shareholder meetings and the preparation of all necessary agendas and documents required for the meetings;
- Accurate recording and distribution of all meeting minutes; and
- Other duties as assigned by management.

QUALIFICATIONS

- University Degree and a minimum of 5 years' of experience in corporate secretary work
- Prior experience working with senior executive leaders and Board members is preferred;
- Familiarity with corporate and securities laws, corporate governance regulation;
- Strong sense of professionalism, discretion and ability to maintain confidentiality of sensitive matters;
- Analytical skills to research problems and issues at the request of the CFO, CEO or members of the Board of Directors and to provide appropriate information and recommendations;
- Excellent oral and written communication skills, tact and diplomacy, to establish and maintain effective, open, and reliable communications with board members, management and staff, shareholders, community and government representatives; and
- High level of computer literacy in MS Windows and MS Office applications.

WHY JOIN ELECTRA BATTERY MATERIALS?

Together, we will power a better path forward. Be a part of a fast-growing team, as we succeed in becoming North America's first integrated battery materials park, providing battery grade materials for the electric vehicle revolution. Our success is contingent on the hard work and dedication of our people. Electra Battery Materials rewards team members through:

- Recognition and results-driven compensation
- Training and development opportunities
- Health and wellbeing
- Ongoing communication and two-way feedback

If you are a passionate, committed, and dynamic individual, please submit your resume in confidence to careers@ElectraBMC.com. Please note that only qualified candidates selected for an interview will be contacted.

Electra Battery Materials is an equal opportunity employer. We are committed to providing an environment of mutual respect and we believe that diversity and inclusion among our team members is critical to our success. We are committed to creating an inclusive environment for all employees and decisions to hire or promote will be based on merit, competence, performance, and business requirements.