



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. Established in 1968, the CN Investment Division manages one of the largest single-employer defined benefit pension funds in Canada and holds a long track record of solid performance. Approximately C\$16 billion is actively managed in-house by 95 employees for the CN Pension Plan's approximately 49,800 pensioners and pension plan members. The Division also manages the assets of the CN Pension Plan for Senior Management and the BC Rail Pension Plan.

The Division's culture is nimble, innovative, collaborative and risk-aware. Pensioners are always at the heart of what we do. As a part of the CN Investment Division team, you will always be learning, adapting, and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive, and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Legal Assistant

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### Current Opportunity

The Division is looking for a collaborative and resourceful individual who has experience with legal and regulatory filings and protocols. In this role, the individual will report directly to the Managing Director, Head of Enterprise Risk and Governance, and will be responsible for supporting the daily legal, regulatory, and administrative activities.

The ideal candidate has great organizational skills, the ability to meet deadlines, an excellent work ethic, and strong communication skills.

### Primary Responsibilities

- Maintain corporate records books and all legal documentation up to date for the subsidiaries, including annual declarations, banking affairs, documentation of movement of funds, subscriptions, and redemptions of shares
- Act as a resource person for consultation and filing of corporate and legal/regulatory documentation (articles of incorporations, amending declarations, annual reports, employer identification numbers, etc.)
- Gather information requested on legal entities for due diligence purposes in connection with transactions, banking matters, insurance, and investments
- Ensure the updating of the Legal Library system
- Coordinate the electronic signature of legal documents
- Provide general administrative support

### Professional Requirements

- DEC in Paralegal techniques or equivalent experience
- Five to seven years of relevant experience
- Advanced knowledge of Microsoft 365 tools and suite, such as Teams, SharePoint, Word, Excel, and PowerPoint
- Bilingual (French and English) with excellent grammar in both languages. Oral and/or written interaction with external partners based outside Quebec (service providers, law firms, peers, bankers, brokerage firms)

- Commissioner of Oaths designation, an asset

### Desirable Skills and Aptitudes

- Excellent organizational skills and time management
- High attention to detail
- Confidentiality and autonomy
- Client-oriented
- Effective team player with strong communication skills

If this position sounds like you, we would love to hear from you! Please send your application via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, physical or hidden disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company. Should you require any accommodation in the application or interview process, please just let us know.

We appreciate your time and effort, however, only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.