

We are a vital link in the global food chain, where our expertise in potash sales and marketing, transportation and logistics delivers food security to millions around the world and inspires growth here at home and abroad.

Canpotex is currently seeking a **Legal Assistant** in the Legal and Corporate Affairs department in our Saskatoon office.

Reporting to one of our Associate General Counsel, you will be responsible for a wide variety of legal and administrative duties within the Legal and Corporate Affairs team.

The ideal candidate is equipped with excellent attention to detail and organizational ability. You are able to work in a fast-paced environment and can handle competing priorities with ease. As a team player, you are excited by the opportunity to come up with increasingly efficient ways of getting things done, and utilizing strong communication skills to build relationships with both internal and external stakeholders. This position requires an individual who is highly motivated, self-directed and is capable of working with minimal supervision.

You are encouraged to apply if you hold a business/administration program diploma or university degree and have at least five years' experience providing relevant legal administrative/paralegal support. Ideally, you will have extensive experience with contract and filing management; corporate governance and approval processes; corporate filings and registrations; and organizing materials for presentations and meetings. You are technologically proficient, including with the Microsoft Office suite, and have excellent verbal and written communication skills. Being adaptable, detail-oriented, highly organized, with the ability to adhere to and develop appropriate systems are all crucial for success in this role. Experience working with highly confidential material is a must, and experience working in a corporate law environment is preferred.

If you are interested in learning more about Canada's complex and innovative potash export industry, we would like to hear from you. The deadline for applications is **April 24, 2018**. Please apply via email to careers@canpotex.com or visit our website to submit your resume.

We thank all candidates for applying; however, only those selected for an interview will be contacted.