



Paralegal / Legal Administrator

Location: Regina, Saskatchewan

Input Capital Corp. is a rapidly growing innovator on the western Canadian agriculture scene. While the company is only three years old, we've already raised over \$110 million from investors and have a market capitalization of about \$200 million. We're based in Regina, Saskatchewan, and are listed on the TSX Venture Exchange under the symbol INP.

Input is looking for a well-organized Paralegal / Legal Administrator to assist with the creation and ongoing management of streaming and real estate contracts and documentation. This is a terrific opportunity with big opportunities for growth and development with an early stage company that is changing the game for Prairie farmers.

Key responsibilities include:

- Manage and coordinate the preparation of a range of legal documents, standard forms and other documents in a timely manner;
- Conduct due diligence searches (including extensive on-line searches), screening and analysis;
- Manage file opening documentation and due diligence process from a legal standpoint;
- Manage the firm's insurance requirements, including arranging for policies, renewals and filings with insurers;
- Create, organize and maintain legal document templates and other standard forms;
- Organize and maintain the physical and electronic corporate filing system and key databases;
- Review and analyze documents in accordance with established procedures and guidelines;
- Conduct basic legal research;
- Maintain spreadsheets and assist with invoice processing;
- Coordinate the collection of information for the preparation of key disclosure documents (proxy circular, annual information form, etc.), insider reports, monitoring compliance with policies on stock transactions, filing with SEDAR, the TSX and TSXV, the SEC and other regulatory bodies;
- Prepare reports, information returns and statements and prepare legal documentation relating to corporate transactions;
- Assist the executive team with preparation and documentation for board meetings;
- Provide support to the board as necessary;
 - Preparation of board information packages and various committee packages;
 - Update the books of minutes and records of the Company and its subsidiaries;
 - Assist board members with travel/accommodation and meeting coordination.
- Perform special projects on request.

Preference will be given to an individual who possesses:

- Post-secondary education and preferably five years' experience as a paralegal or real estate legal administrator. Corporate secretarial experience providing support functions to public company boards is also highly desirable;
- Teamwork and strong customer service orientation;
- Strong working knowledge of Word and Excel with the ability to create and manipulate spreadsheets, format legal documents and manage data;
- Legal comprehension and writing skills, with strong attention to detail;
- Demonstrated organization and analytical skill with the ability to work within and meet deadlines;
- Knowledge of corporate record keeping;

- Superior written and verbal communication;
- The ability to work independently using sound judgment and initiative;
- Cooperative team player with the motivation and willingness to experience a fast-paced environment; and
- A good sense of humour.

Input offers competitive compensation, benefits, annual bonuses and opportunities to participate in a stock option plan.

If you fit the profile above, please submit your cv/resume via email to brad@inputcapital.com as soon as possible.