



### **Assistant General Counsel and Assistant Secretary**

We are a FORTUNE 150 company that works in every stage of the energy business: power generation, competitive energy sales, transmission and delivery. As the nation's leading competitive energy provider, Exelon does business in 48 states, D.C., and Canada and had 2015 revenues of \$29.4 billion. We employ approximately 30,000 people nationwide.

Exelon Corporation is seeking a highly qualified attorney to handle functions relating to the Office of Corporate Governance, including corporate governance and corporate law, securities law, and support for corporate secretary, corporate finance and treasury functions.

#### **PRIMARY DUTIES AND ACCOUNTABILITIES**

- Under minimal supervision, provides legal services and advice to executive officers and board of directors on matters relating to corporate governance, corporate law, and securities law and disclosure; supports board of directors and committee meetings and corporate secretary functions; coordinates annual meeting of shareholders; prepares corporate governance-related disclosures including annual proxy statement; organizes and manages outreach to investors on corporate governance and related matters; assists with corporate secretary functions.
- Works closely with finance and treasury clients to advise them on financing transactions and related matters
- Projects / duties as assigned

#### **POSITION SPECIFICATIONS**

- An LLB or JD from an accredited law school and be licensed to practice law in Illinois; MBA or other graduate degree preferred
- At least 5 years of professional experience in corporate and securities law and corporate finance with a major law firm or corporation; At least 10 years of professional experience in corporate and securities law and corporate finance with major law firm or corporation preferred.
- Possess and apply a comprehensive knowledge of corporate governance and related areas of law and corporate governance standards
- Must have the ability to communicate clearly and concisely both orally and in writing; to read and analyze legal materials and other data; to work in stressful conditions under time deadlines; and to provide realistic risk assessments to clients
- Substantial experience with corporate secretarial functions and responsibilities preferred

#### **POSITION SCOPE**

- Supports Senior Vice President and Corporate Secretary and Assistant Corporate Secretary in ongoing management of Office of Corporate Governance and providing legal services to Board of Directors and its committees and executive officers of the Company
- Demonstrates superior judgment and ability to think strategically and innovatively in the legal and business context

- Demonstrates ability and willingness to solve complex, difficult problems and be very pro-active in doing so

**Position Location:** 10 South Dearborn Street, Chicago, Illinois 60601

**How to apply online to Job ID: 3016959:**

[https://exelonjobs.ceco.com/psc/HRPC\\_TAM/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JO B\\_DTL&Action=A&JobOpeningId=3016956&SiteId=1&PostingSeq=1](https://exelonjobs.ceco.com/psc/HRPC_TAM/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JO B_DTL&Action=A&JobOpeningId=3016956&SiteId=1&PostingSeq=1)

Exelon is proud to be an equal opportunity employer and employees or applicants will receive consideration for employment without regard to age, color, disability, gender, national origin, race, religion, sexual orientation, protected veteran status, or any other classification protected by federal, state, or local law.

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