

Executive Assistant – Legal

At Fortis, energy delivery is not just what we do, it's who we are. We are a family of companies serving energy customers across North America. Fortis Inc. (TSX/NYSE: FTS) has an exciting opportunity for an **Executive Assistant – Legal** to join our team in St. John's, Newfoundland and Labrador.

In this role, you will be a trusted partner to senior leaders and the Legal team. Your work will support the company's corporate, governance, securities and compliance objectives and contribute to strategic initiatives across the organization.

The successful candidate is proactive, discreet and detail-oriented, with the judgment and interpersonal skills to work effectively with senior executives, Directors, business leaders and external advisors.

Duties and Responsibilities

- Manage executive calendars across multiple time zones and provide administrative support for travel arrangements, invoices, professional memberships and subscriptions.
- Coordinate meeting logistics, agendas, briefing materials and follow-up items and prepare, proofread and format correspondence, reports and executive materials.
- Protect confidential, privileged and commercially sensitive information.
- Maintain filing calendars for legal, governance, securities and regulatory matters and assist with resolutions, work plans, annual governance requirements, legal documents and corporate filings.
- Maintain corporate records, minute books, entity information, director and officer records and organizational charts.
- Coordinate document execution, electronic signatures, notarizations and certifications.
- Assist with administering legal technology, document-management and corporate entity-management systems.
- Support due diligence, financing and other corporate transactions.
- Communicate professionally with Directors, executives, employees, external counsel, regulators and other stakeholders.

Required Skills and Abilities

- At least five years of relevant experience, preferably in a corporate or legal department, public company, law firm or executive office.
- Advanced proficiency with Microsoft 365, including Outlook, Word, PowerPoint, Excel, Teams and SharePoint.
- Experience supporting senior executives and managing complex, confidential and time-sensitive matters.
- Familiarity with corporate records, processes, legal documents and regulatory or securities filings. Experience with electronic-signature, document-management or corporate entity-management systems would be an asset.
- Strong written communication, formatting and document-production skills. Excellent organizational skills and the ability to manage competing priorities.
- A collaborative, service-oriented approach, the confidence to work with senior internal and external stakeholders, and the initiative to identify issues, anticipate needs and move work forward with limited supervision.

Fortis is an exciting and invigorating place to work, with a safe, inclusive and supportive culture. We offer a competitive total rewards package and training and development opportunities.

FORTIS INC.

Qualified and interested persons should email careers@fortisinc.com on or before **November 13, 2026** .