

EXECUTIVE ASSISTANT

Elexicon Energy is the fourth-largest municipally owned electricity distributor in Ontario. Our mission is to provide our customers with reliable, affordable energy services and to continuously improve to meet their needs, while ensuring the needs of our shareholders are met through sustainable growth.

This role will provide administrative support to the executive offices of the Asset Management and Distribution Operations divisions and their respective teams to achieve their strategic goals and objectives. The incumbent will have a genuine appreciation for, and understanding of protocol, discretion, confidentiality, and professionalism. The incumbent will also be able to accept and assume responsibility ranging from complex to routine tasks on behalf of the executive offices and routinely communicate with external stakeholders, and other staff and departments.

DUTIES AND RESPONSIBILITIES

- + Efficiently managing all day-to-day administrative matters for the Executives and their respective teams as required.
- + Managing the Executives' emails and calendar while ensuring their schedule is followed and respected and that they are well informed of upcoming commitments and responsibilities.
- + Liaising with all levels within the organization through information sharing and follow-ups while maintaining a high level of confidentiality and discretion.
- + Successfully completing critical aspects of deliverables with a hands-on approach, including but not limited to drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executives' ability to effectively lead the company.
- + Researching, prioritizing, and following up on incoming issues and concerns addressed to the Executives, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response and escalating matters and complaints to the appropriate individual prior to involvement of the office of the Executive.
- + Organizing and coordinating off-site meetings, town halls, conferences and business functions on behalf of the office of the Executives, Board Members and other members of the leadership team. As well as coordinating, travel plans, itineraries, and agendas and compiling documents for travel-related meetings as necessary.
- + Assisting the Executives in preparing for Board and Committee meetings, materials submission timelines and deadlines as well as coordinating and attending leadership and management meetings and maintaining minutes.
- + Accurate and timely management of all expense submissions for the Executives.
- + Support Executives with respect to Business Continuity and Power Restoration program efforts and administration.
- + Act in the role of primary organization support on the Power Restoration Plan.

- + Provide administrative and clerical support to the VPs and Managers with the review and editing of department-owned Standard Operating Procedures and Safe Work Procedures, Technical Directives and other H&S related documents and submit to approving authorities.
- + Make decisions within guidelines of position in the absence of the Vice Presidents.
- + Arrange for new management staff in both divisions to receive the proper on-boarding training, i.e. GIS, Teams, Doc Link, etc.
- + Appropriate dissemination of all community requests associated with corporate giving and sponsorships, donations and contributions to ensure the organization is sensitive to the community needs and adequately represented.
- + Represent the company at Council meetings, charity functions, community events or award ceremonies at shareholder communities and give direction to others required to participate.
- + Prepare, track, and ensure servicing agreements, legal (e.g. easements, insurance certificates, signoffs) and financial (letters of credit, cash) requirements are met.
- + Providing a bridge for smooth communication between the various internal departments; demonstrating leadership to maintain credibility, trust and support.
- + Other duties as required may be considered part of these responsibilities.

KEY SKILLS & QUALIFICATIONS

- + Advanced proficiency in Microsoft Office Applications and knowledge of SharePoint and APRIO.
- + Exceptional written and verbal communication skills, a critical thinker with the ability to exercise sound judgment, confidentiality, discretion and integrity at all times.
- + Keen ability to build relationships with internal and external stakeholders, Board of Directors, Municipal Shareholders, Mayors, City/Town Councillors, prominent community leaders and all levels of municipal and local governments.
- + Excellent time management skills to assist with productive management of the Executives' time.
- + Flexibility and ability to recognize and identify constantly shifting priorities and deadlines

MINIMUM REQUIREMENTS

- + Post-Secondary Education (College Diploma) with additional related experience and/or minimum of 3 years' of related experience.

Interested and qualified applicants are encouraged to submit their resume to: hr@elexiconenergy.com by **May 14, 2021**. Please quote position title that you are applying for in the subject line of your email.

Applicants please note that accommodations can be provided upon request. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in Elexicon Energy.