



Executive Administrative Assistant

Situated on the beautiful Ottawa River, Pembroke is located in the heart of the Ottawa Valley. It is the largest centre located between Ottawa and North Bay. Pembroke is a great area in which to live; residents enjoy affordable housing, access to healthcare, connectivity and an active lifestyle.

Reports To

President and CEO

Job Summary

Ottawa River Power is looking for a dynamic and highly motivated Executive Administrative Assistant to provide comprehensive support, with a high level of professionalism and confidentiality, to the President and CEO and management team.

This is a permanent, full-time position in the Pembroke office.

Primary Duties and Responsibilities

- Serves as a liaison between the President and CEO and various internal and external stakeholders
- Acts in support of the President and CEO, during absences, by dealing with issues within scope of authority and directing issues which require the attention of others
- Responds to and screens inquiries on behalf of the President and CEO and escalates more complex issues – prioritizes and determines appropriate course of action, referral or response
- Responsible for corporate records management – tracks and maintains all corporate records for the management team in compliance with records management policies and procedures
- Responsible for organizing and assisting with internal and external corporate communications
- Board meetings and JH&SC – documents minutes, tracks and monitors issues for follow-up
- Ensures the corporate governance framework is properly designed, implemented and maintained and Board policies are reviewed and updated as required
- Acts as a key contact for Board members on corporate correspondence
- Assembles pertinent/background information to facilitate decision making
- Works within Company values and policies at all times
- Cultivates efficient communication and positive relationships between the management team, internal departments and external stakeholders, demonstrating leadership to maintain credibility, trust and support
- Maintains the security of highly sensitive and confidential matters, keeping all information to which they are privileged in strict confidence
- Maintains digital and paper-based filing systems on a regular basis
- Performs a wide variety of administrative support functions for the management team

- Undertakes special assignments as requested; special projects that may come up from time to time – by establishing objectives, balancing priorities and managing timelines
- Researches and implements new technologies and business processes as required
- Establishes, revises and maintains office organization and procedures to ensure efficient operation; recommends improvements
- Maintains an accurate and detailed calendar, manages and logs incoming scheduling requests, reschedules meetings, proactively communicates changes and anticipates and responds to scheduling conflicts
- Liaises with clients regarding customer inquiries and requests for information – handles inquiries in a professional, helpful manner
- Prepares and distributes written materials, spreadsheets, presentations and emails
- Proofreads and edits documents, edits and finalizes management level presentations and documents, to ensure accuracy and clarity of content, and ensures conformity to layout and format

Education and Experience

- Ontario College/Post-secondary Diploma or Certificate in Office Administration, Executive Assistant or related discipline
- 5+ years in a similar role supporting executive level management
- Strong computer skills; proficient in the use of office productivity and collaboration tools - MS Office (Excel, PowerPoint, Outlook, Word and Teams)
- Experience with managing web-based platforms (Facebook, Twitter, WordPress)
- Formalized writing experience, including Board of Directors meeting minutes
- Experience in a utility or municipal setting would be an asset
- Ability to be self-directed and able to complete projects with limited supervision
- Knowledge of Ontario Business Corporations Act, shareholder declarations, business agreements and the Employment Standards Act
- Experience organizing meetings and events for successful execution

Competencies

- Integrity and confidentiality - protection of information and maintaining confidentiality is paramount
- Must demonstrate a high standard of professional conduct, ethics and reliability
- Attention to detail and demonstrated ability to provide a high level of accuracy in all areas of work
- Ability to work in a fast-paced and sometimes unpredictable environment, prioritizing to meet deadlines
- Capacity to work cooperatively and remain calm while under pressure to meet deadlines
- Excellent organization, time management and prioritization skills
- High level of critical and logical thinking - is analytical, innovative and solution oriented
- Excellent oral and written communication skills, with an awareness of communication tone
- Proactive approach to problem-solving, with strong, effective, decision-making skills
- Initiative and ability to self-motivate
- Ability to take and learn from constructive feedback as needed
- Interpersonal capability as it relates to collaborative relationship building
- Accountability, a team player who is approachable and positive
- Respects diversity

Work Authorization and Security Clearance

- Clean criminal record (must be produced prior to hire)
- Driver's Abstract
- Applicants must be legally entitled to work in Canada

Applications will be received until Friday, March 24, 2023 at 8 PM. Applicants are invited to email, in confidence, a detailed resume to: inquiries@orpowercorp.com Please quote, "Executive Administrative Assistant" in the subject line.

Ottawa River Power Corporation is an equal opportunity employer and encourages applications from all qualified individuals. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.