



590 Steven Court, Newmarket, Ontario L3Y 6Z2
Tel: (905) 895-2309
Fax: (905) 895-8931
E-mail: nmhydro@nmhydro.ca
Web: www.nmhydro.ca

Newmarket-Tay Power Distribution Ltd.

JOB POSTING

Administrative Assistant, Office of the President

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to 35,000 customers within the Town of Newmarket and Tay Township. We are an industry leader. Our corporate objectives are: safety first; reliability in electricity delivery; excellence in customer service; financial integrity; and environmental stewardship.

We require a dynamic, highly motivated, and proactive Administrative Assistant. Reporting directly to the Executive Assistant to the President, you will work in a team environment at our head office in Newmarket, Ontario. You will support the Executive Assistant in providing a wide range of administrative services to support the President; the Senior Management Team; and staff. You will also provide back-up administrative services for the Operations Clerk in the NT Power Line Department. In this role, your responsibilities will include preparing work orders for line crews for new service connections; setting up cable-locate appointments; taking power outage calls from customers; and working with our customer service team in setting up new customer accounts. This is an excellent opportunity to use your knowledge and experience in a fast-paced, team environment of professionals dedicated to customer service, collaboration, and cooperation.

In addition to your excellent administrative skills, you should have previous experience in working in an executive/senior management environment. Some experience working with engineers and/or in the electricity sector, especially in an LDC, while not mandatory to apply, is highly desirable.

The successful candidate will thrive on people and detail; be able to shift easily and seamlessly between the Executive Office and the Line Department; have the ability to work collaboratively in a team environment to manage priorities, and complete a large volume of work to a high standard while meeting tight, inflexible deadlines; superb organizational, priority setting, and multi-tasking skills; and demonstrated ability to work independently and exercise good judgement in managing time and making decisions, while also knowing when to seek direction and/or support from the Executive Assistant or other staff. Occasional evening or weekend work may be required.

Your responsibilities will include:

- Word and data processing, and related administrative activities (e.g., document scanning, faxing, filing, etc.)
- Database management
- Scheduling and organizing meetings and appointments, preparing agendas and meeting materials, and taking concise, accurate minutes
- Managing head office room bookings
- Preparing and distributing information packages to senior managers for meetings
- Drafting routine correspondence
- Receiving incoming telephone calls and visitors, providing assistance and answering questions, and/or referring to other NT Power staff for resolution



590 Steven Court, Newmarket, Ontario L3Y 6Z2
Tel: (905) 895-2309
Fax: (905) 895-8931
E-mail: nmhydro@nmhydro.ca
Web: www.nmhydro.ca

Newmarket-Tay Power Distribution Ltd.

- Creating and/or updating corporate policies and procedures manuals
- Managing documents (archiving, retention, disposal)
- Procuring goods and services (e.g., office supplies and equipment; travel and accommodation)
- Participating in NT Power's health and safety program by implementing safe work practices, following up on hazard identification and reinforcing safe work attitudes
- Filling in for the Executive Assistant and Operations Clerk during vacations, etc., and on an as-needed basis

Qualifications

To be considered for this position should have:

- A business and/or legal administration post-secondary diploma or certificate.
- 5 years of related executive office experience.
- Proficiency with Microsoft Office (especially Word, Outlook, Excel, PowerPoint); experience using desktop publishing software; and excellent proofreading skills (text and data).
- Excellent written and oral communication skills, and telephone manner.
- Excellent interpersonal skills, with the demonstrated ability to engage and communicate effectively with both internal and external clients, and foster positive relationships.
- Executive-level experience in scheduling and coordinating meetings, preparing agendas, and meeting materials, and taking minutes.
- Excellent time management, priority-setting and multi-tasking skills, with superb attention to detail.
- Experience with asset and records management.
- A demonstrated commitment to safety, and high ethical and quality standards.

Interested applicants should submit a résumé in confidence in 1 PDF file by email to Tammy Gravel, Executive Assistant to the President, Newmarket-Tay Power Distribution Ltd. (tgravel@nmhydro.ca). Please put "Administrative Assistant" in the subject line. No phone calls please.

APPLICATION DEADLINE FOR THIS POSITION: BY 4 P.M., FRIDAY, DECEMBER 8, 2017

We welcome and encourage applications from people with disabilities. Accommodations are available on request for job applicants taking part in all aspects of the selection process.

We sincerely thank all applicants who apply. However, we will be contacting only those selected for an interview.