

Position: Administration Manager & Executive Assistant

Job type: Permanent

Location: Greater Toronto Area – Virtual position

Reports to: Vice President, Finance

Company description

Envest Corp. ("Envest" or the "Company") is a growing independent energy producer focused on the development, construction, and operation of renewable energy projects in North America. Our mission is to create safe, sustainable, reliable, and cost-competitive infrastructure to produce clean forms of energy, while providing solutions for our clients to reduce their carbon footprints. With existing operations in Canada and the U.S., and many more projects in late stages of development, we are looking to expand our team based in the Greater Toronto Area with an Administration Manager & Executive Assistant.

If you are passionate about clean energy and looking to join a dynamic and talented team, we would be pleased to hear from you.

Position description

As an Administration Manager & Executive Assistant you will be working with Envest's Vice President, Finance and supporting the President & CEO, Executive Chairman, Vice President, Engineering and Controller, to play an important role in ensuring the smooth functioning of the Company's executive staff and administration. The Administration Manager & Executive Assistant will be the supportive force that empowers this senior leadership team.

The ideal candidate must:

- Be a proactive problem solver with exceptional communication skills and a meticulous attention to detail;
- Have previous experience working in an office environment, performing administrative duties and providing support to executive management;
- Be a self-starter and comfortable working independently in a virtual environment; and
- Be confident working with executives and dealing with high-level systems and operations.

Key responsibilities

Administration Manager:

- Support human resources, including onboarding of new staff, and coordinating job searches;

- Support ongoing administration of corporate registers;
- Support information technology (including management and maintenance of company equipment, including cell phones, laptops, software, printers, etc.);
- Support health and safety activities;
- Manage vehicle administration (insurance, licensing, toll accounts, etc.);
- Manage and administer existing insurance coverages;
- Create, maintain and distribute regular corporate correspondence, reports and other internal and external communications;
- Monitor and manage social media platforms such as website, LinkedIn, YouTube, etc.
- Coordinate and plan staff functions and similar activities.
- Maintain an organized filing system of paper and electronic documents, including cloud file management;
- Reconcile credit cards and other basic administrative (financial) tasks;
- Manage couriering of corporate documents and packages;
- Manage the supply and budget regarding office supplies and miscellaneous expenditures;
- Maintain office supplies, placing and expediting orders when required;
- Manage and organize records, filing systems and archives, and document retrieval;
- Screen and organize incoming communications, invoices, requests, etc.;
- Communicate with external service providers and vendors, as required;
- Communicate with operating sites and internal teams, as required;
- Assist with the procurement of office supplies and services, as required;
- Other related duties as required.

Executive Assistant:

- Provide administrative support to the senior leadership team;
- Monitor internal and external deadlines including following-up with relevant team members;
- Proactively manage executive calendars and schedules, including meetings, travel, employee birthdays, coordinating with client and business-related activities with minimal input and direction;
- Assist with the preparation of internal and external presentations, communications and other documents including ad hoc spreadsheet analysis;
- Organize, arrange, and coordinate travel, meetings, and miscellaneous events;
- Schedule and coordinate meetings and arrange travel bookings for executive staff;
- Administer executive expense reporting;
- Assemble, format and proof-read executive presentations and briefing materials;
- Anticipate business and client service needs, demonstrating resourcefulness and out-of-the-box thinking;
- Work collaboratively, leveraging appropriate firm resources to manage, own and streamline administrative tasks;
- Coordinate and attend internal/external meetings as requested to document action items for independent follow up;

- Take responsibility for scheduling and arranging of meetings and conference calls involving senior management;
- Plan, organize and follow-up on details related to offsite meetings and functions;
- Communicate confidential and sensitive information to senior management and external sources; and
- Participate and take minutes in team and strategy meetings as required.

Qualifications and experience

As a successful candidate you are comfortable working independently in a dynamic environment, reactive to new developments, and proactive in dealing with issues. You have initiative, like to take ownership, look for continuous improvement, welcome the opportunity to learn, and are comfortable in asking questions, making recommendations, and working towards solutions in a collegial team setting. You must have excellent organizational and time management skills, and be able to work on multiple tasks and to prioritize work. You pay attention to details and have excellent written and verbal communication skills.

Skills and knowledge required:

- Post-secondary education (Bachelor's degree or College diploma) or equivalent combination of education and experience;
- Minimum 2 years experience supporting a senior executive in a similar manner;
- Work experience in a professional environment (e.g. institutional, law, accounting, engineering, bank, insurance, construction company) is considered an asset.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams) and Dropbox;
- Experience managing posts on social media platforms (website, LinkedIn, YouTube, etc.);
- Detail oriented;
- Proven ability to effectively prioritize work flow;
- Excellent interpersonal written and oral communication skills;
- Strong collaboration, organizational and time management skills are essential;
- Ability to confidentially handle sensitive information;
- Ability to relate with different levels of management, teams, and other stakeholders;
- Ability to prioritize conflicting needs; handle matters expeditiously and proactively, following through on projects to successful completion, often with deadline pressures; and
- Ability to work independently and be autonomous yet understand decision-making hierarchy.

Please note that only candidates selected for interviews will be contacted.

If you are interested in joining the Envest team, we would be happy to hear from you. Please send your resumé to jg@envestcorp.com.