

POSITION: OFFICE ADMINISTRATOR



ABOUT TRISUMMIT UTILITIES INC. (TSU)

TSU is a Canadian company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU is focused on delivering safe, reliable, clean and cost-effective energy solutions to customers while achieving long-term profitable growth. TSU's vision is to be the clean energy supplier of choice in each of the jurisdictions in which it operates through being a leader in safety, reliability, cost effectiveness and customer service. Our people take great pride in supporting and having a positive impact in the communities where we live and work.

OPPORTUNITY

Reporting to the Director, Human Resources, this position is responsible and accountable for a wide range of administrative, research and support duties of a highly confidential nature on behalf of the TSU and its Executive Leadership team, including supporting the President & CEO, the Corporate Secretary and liaising with the Board of Directors. Additionally, this position is responsible for overall office management. Professionalism, confidentiality, strong communication, being proactive, intuitive, and extremely organized are critical in the success of this role.

TSU is committed to providing a productive and safe work environment for all employees. If you want to work for a company who values safety and reliability, people, a strong community, and continuous improvement, TSU may be the right company for you.

RESPONSIBILITIES

General Office Management

- Ensures the efficient operation of the office by welcoming guests/visitors, care of mail, couriers, deliveries for the office
- Acts as the key contact on office facilities and operations; maintains relationships with external resources that may be needed to ensure the office is maintained in peak operating efficiency
- Ensure the provision of high quality, reliable and confidential customer services to ensure a professional response to internal and external stakeholder inquiries.
- Respond to information requests with the appropriate level of urgency, answer phones, and redirect calls as required
- Ensure the office is stocked with all appropriate supplies so that it is fully operational
- Provide assistance and or support to the other company subsidiaries when required
- May oversee and administer the day-to-day activities of specialized project initiatives as assigned
- Supports other departments such as Finance and Human Resources
- Perform other duties as assigned

Corporate Administration

- Support EVP General Counsel & Corporate Secretary with the Board of Directors and all committee and Board meetings (coordinating meetings, posting meeting materials)
- Prepare draft meeting agendas and minutes and maintain final documentation
- Maintain listing of officers and directors and corporate organizational chart
- Prepare and maintain corporate registry filings and minute book documentation

- Maintain Board and Committee meeting schedules
- Undertake research projects to provide information and support documentation required for specific meetings and other initiatives
- Liaise with directors in coordinating meetings, travel arrangements and other general matters

Executive Administration

- Provide confidential administrative support to the TSU Executive Leadership team, which may include managing calendar, organizing meetings, conferences, and other special events
- Make travel arrangements in keeping with each executive's preference and corporate guidelines; communicate in a timely manner on any changes to those arrangements or scheduling
- Compose and prepare routine and non-routine written documentation and correspondence on behalf of the Executive Team, including managing communications as directed, resolving administrative problems and inquiries
- Serve as a primary point of contact and liaison on a range of often complex, confidential daily operational and administrative issues.
- Prepare and submit expense reports and cheque requisitions in a timely manner and in accordance with relevant policies

QUALIFICATIONS AND EXPERIENCE

- Minimum 5+ years' experience in a senior administrative role or support function
- Education or experience in a related field such as Office Administration, legal, finance or business or similar post-secondary education.
- Experience working with legal departments and board of directors is an asset
- Advanced working knowledge of the full suite of MS Office and the ability to develop a working knowledge of appropriate technology and software on an as needed basis
- Experience with Diligent, JDE and SharePoint is considered an asset.
- Positive, professional, patient, and calm demeanor
- Strong interpersonal/communication skills and customer service orientation
- Ability to multi-task and prioritize actions and thrives in a fast paced and entrepreneurial environment.
- Ability to deal with highly confidential and sensitive materials in a discreet and professional manner.
- Ability to work both independently and in a team environment.
- Solution focused and results driven

TSU believes that our people are our family; everyone contributes to the success of TSU. We believe in the strength of diversity, and we are dedicated to creating an inclusive environment and a diverse workforce.

KEY CONSIDERATIONS

- This position requires an individual with the ability to conform to a fixed schedule (Monday to Friday 8:00am -4:30pm) and willingness to work outside of regular hours on occasion
- This position is based in our downtown office location (remote work is not an option)

- All applicants are required to be fully vaccinated to comply with the company's Vaccination Policy.

APPLICATION PROCESS

If this opportunity speaks to you, qualified applicants are invited to submit their cover letters and resumes in confidence to the Human Resources Department by no later than April 15, 2022.

We thank all applicants for their interest in our organization, only those candidates for interviews will be contacted. No agency referrals or telephone inquiries at this time.

COVID-19 Considerations:

TSU is committed to the safety and well-being of our employees. As part of this commitment, we have implemented a number of protocols in alignment with government guidelines in order to maintain the health and safety of employees, customers and communities. A vaccination policy is in effect and proof of vaccination is required.