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Newmarket-Tay Power Distribution Ltd.

EXECUTIVE ASSISTANT & CORPORATE RELATIONS COORDINATOR

JOB ID: EX-23-100

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers power with pride to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, which is approximately one hour north of Newmarket along the shores of Georgian Bay.

We require a dynamic, highly motivated, and proactive **Executive Assistant & Corporate Relations Coordinator**, working in a team environment reporting to the CEO, at our head office in Newmarket.

POSITION SUMMARY

The EA and Corporate Relations Coordinator provides executive support in a one-on-one working relationship with the President & CEO. This role serves as a liaison to the board of directors and executive management teams, while handling many aspects of office management and administration. The role aims to enhance the performance and strategic direction of the Corporation by working with and supporting the President & CEO and the Executive Management Team.

DUTIES AND RESPONSIBILITIES

- Executive and Board of Directors administration support, including, but not limited to, preparing minutes of the meetings and maintaining corporate records.
- Work closely with the CEO, researching and prioritizing incoming issues and concerns
- Ensure administrative support for the leadership team and its departments as required
- Legal administration support, including the preparation of construction agreements, managing financial guarantees, and liaising with the Corporation's Legal Counsel
- Provide mentoring, leadership, guidance, and feedback to Administrative Assistants
- Coordinate information relative to the evaluation, processing, and handling of insurance claims on behalf of Newmarket-Tay Power
- Other duties, as assigned

QUALIFICATIONS

- Diploma in Business Administration or Legal Administration, or related field
- 5 to 7 years of successful related experience in an Administrative Assistant role, supporting Senior level Executives
- Proficiency in Microsoft Office programs (especially Word, Outlook, PowerPoint, Excel)
- Proofreading skills (text and data)
- Excellent written and oral communication skills with attention to detail
- Excellent interpersonal skills, with the demonstrated ability to engage and communicate effectively with both internal and external clients, and stakeholders, and foster positive relationships
- Strong planning, time management, priority-setting and multi-tasking skills
- A demonstrated commitment to safety, and high ethical and quality standards

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

Candidates are required to disclose NT Power employees who are immediate family members at the time of the interview.

The successful candidate will be required to obtain a criminal verification screening as a condition of employment.

APPLICATION DEADLINE FOR THIS POSITION IS FEBRUARY 3, 2023 by 4:30pm.

Newmarket-Tay Power Distribution Ltd. is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.

