

EXECUTIVE ASSISTANT

ST. JOHN'S— CLOSING DATE: DECEMBER 7, 2018

COMPETITION NUMBER: NPJP-2018-19507

Are you ready to explore an exciting career in a fast-paced, high-performance environment?

If you are seeking a challenging and rewarding career with room for continuous advancement and a competitive compensation package, have we got an opportunity for you! We are looking for a highly motivated team player with a strong commitment to safety and customer service, an excellent work ethic, and effective interpersonal and communication skills.

As a valued member of our Corporate Executive Team, you will exercise independent judgement, considerable discretion and tact in assisting the Executive. Your responsibilities include: coordinating executive appointments, meetings, conference calls and organizational events; coordinating travel arrangements; creating and modifying a variety of presentations, reports, spreadsheets, correspondence and other documents, including maintaining electronic and hard copy filing records; responding to inquiries from internal and external clients; preparing and tracking expense accounts and invoices; maintaining office supply inventory; providing general administrative assistance for the senior management team and assisting with special projects as needed; as well as providing occasional support for Board of Directors meetings and related materials preparation.

Your qualifications include a two-year business/office administration program with a minimum of 5 years' experience in executive support roles. You have advanced skills with MS Office (Word, Excel, PowerPoint & Outlook) and SharePoint (or similar document management). You have flexibility for occasional overtime and in-province travel. Your strong interpersonal communication abilities, energy, integrity and professionalism are critical. You have demonstrated strong organizational skills, multi-tasking and attention to detail. You have the ability to meet tight deadlines in a high-pressure environment, working with a team and independently.

Apply online at newfoundlandpower.com/About-Us/Careers/Career-Opportunities. We thank all applicants for their interest but only those selected for an interview will be contacted.



WHENEVER. WHEREVER.
We'll be there.

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