



## Executive Assistant/HR Coordinator

Grimsby Power is located in the Town of Grimsby, on the western edge of the Region of Niagara. Grimsby Power serves over 11,700 customers and is committed to providing the Town of Grimsby with an economical, safe and reliable supply of energy.

Reporting to the Director of Finance, the Executive Assistant/HR Coordinator provides administrative support to the President & CEO, directors, and department heads of the utility. This position will be responsible for providing confidential administrative services, act as the Coordinator of Records Management for the utility, and perform human resources functions.

The successful applicant will have the following minimum qualifications:

- Ontario College Diploma in Office Administration, Human Resources, or equivalent;
- Minimum five years of experience in a senior level administrative role;
- Knowledge of human resource fundamentals;
- Exposure and experience in the electricity industry is a valued asset;
- Proven exceptional communication skills both verbal and written;
- Multi-functional skills set with a personal interest and aptitude that crosses business lines;
- Proficiency in Microsoft Office applications and technology related to teleconferencing and videoconferencing;
- Knowledge of payroll fundamentals;
- Knowledge of Ontario Business Corporation Act, shareholder declarations, business agreements, the Employment Standards Act, union agreements and health plans;
- Proven “professional” manner in carrying out all duties;
- Ability to work cooperatively and remain calm while under pressure to meet deadlines;
- Hands-on knowledge of Records Management System.

Grimsby Power is dedicated to developing a highly skilled and motivated workforce. We offer a comprehensive compensation package that includes competitive wage rates, medical and dental benefits, and a defined benefit pension plan.

Qualified applicants are invited to forward their letter of application and resume, which clearly demonstrates how they meet the requirements of the position, by **Friday July 22, 2022**. Please reference “Executive Assistant/HR Coordinator” in the subject line.

Human Resources  
Grimsby Power Incorporated  
231 Roberts Road  
Grimsby, ON L3M 5N2  
Email: [careers@grimsbypower.com](mailto:careers@grimsbypower.com)

The full job description is available on [Grimsby Power's website](#)

No phone calls please. Grimsby Power is an equal opportunity employer. We thank all applicants for their interest; however, only those selected to be interviewed will be contacted.