

## **JOB DESCRIPTION**

**POSITION: EXECUTIVE ASSISTANT**

**WORK GROUP: MANAGEMENT EMPLOYEE**

### **FUNCTION:**

The Executive Assistant assists the President & CEO, Directors of GPI and Department Heads of the utility in the efficient and competent administration of their office without supervision, bearing in mind at all times, the confidentiality of the majority of matters. It is the Executive Assistant's function to relieve the President & CEO and working Boards of as much responsibility and detail as possible. Also, act as the Coordinator of Records Management functions for the utility. The Executive Assistant performs the Human Resources function including benefit administration and corporate records management.

### **ORGANIZATIONAL RELATIONSHIP:**

- Reports to the Director of Finance
- Responsible to the President & CEO and Directors.
- Works in liaison with Department Heads in an administrative capacity with matters pertaining to human resource issues and also with assistance on business/corporation processes.
- Liaise with other utility professionals, legal counsel, regulatory boards and other professionals and service providers.

### **RESPONSIBILITIES:**

- Responsible to provide confidential administrative services to the President & CEO of Grimsby Power Inc. (GPI) and to the Board of Directors;
- Responsible for human resource functions including administration of benefits (health, pension plan, life insurance), and records management;
- Responsible for the administration of various corporate processes required by the Ontario Corporate Business Act;
- Performs confidential administrative duties for the President & CEO, the Board, and other senior managers when confidentiality is of utmost importance including preparing/consolidating information, correspondence, reports, etc. Attend meetings to record proceedings;
- Process weekly timesheets for payroll processing;
- Perform payroll functions as required;

- Acts as Coordinator of Records Management - maintains confidential and general files;
- Maintains corporate records for Ontario Business Corporate Business Act requirements;
- Maintains Policy and Procedure records as approved by the Board/President & CEO;
- Assists in preparation of data and analysis in support of the Annual Budget and Business Plans;
- Researches, surveys and prepares reports pertaining to a wide variety of matters, as assigned;
- Assists with negotiations of the Collective Agreement;
- Coordinates and arranges off site meetings, staff recognition events;
- Handles customer inquiries and complaints in a professional manner;
- Prepares all Government and benefit remittances for the corporation;
- Corporation insurance coordinator;
- Claims and liability reporting clerk;
- Understands and is committed to working to all related health & safety rules;
- All other duties as assigned.

#### **QUALIFICATIONS:**

- Advanced proficiency in MS Word and Excel. Working knowledge of MS Power Point and Access an asset;
- Knowledge of Ontario Business Corporations Act, Shareholder Declarations, Business Agreements, Employment Standards Act; Union Agreements and Health Plans;
- Knowledge of payroll fundamentals;
- Knowledge of human resource fundamentals;
- Knowledge of accounting fundamentals;
- 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 a Records Management System;
- Ability to portray the appropriate image for the utility.

#### **EDUCATION REQUIRED:**

- Two year Ontario College Diploma in Office Administration or Equivalent;
- A minimum of five years experience in a senior level administrative role;
- Exposure and experience in the electricity industry is a valued asset;
- Proven exceptional communication skills both verbal & written;
- Proven interpersonal skills relating to the roll of Executive and Human Resources;
- Multi-functional skill set with a personal interest and aptitude that crosses business lines.