



## PowerNorth Utility Contractors

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**PowerNorth Utilities Contractors Inc** is a specialized High-Voltage Power contracting firm. We offer leading industry expertise and operate in the Mining, Utilities and Renewables sectors delivering exceptional solutions through Transmission, Distribution, Substation, Emergency Response, and Equipment Rentals. We are based in Sudbury, Ontario but you can find us working in every corner of the Great White North. PowerNorth is independently owned and partners with customers of all shapes and sizes.

We are currently seeking an **Administrative Assistant** to join our team in **Whitefish, Ontario**.

Anticipated Start Date: **March 2023**  
Type of Position: **Full Time, Permanent**  
Reports to: **Management**

### THE POSITION

The primary purpose of the Administrative Assistant is to provide general administrative and office support while contributing to the effective and efficient customer service championed by PowerNorth.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Acts as the first point of contact for incoming calls or visitors to the office;
- Answers general inquiries or re-directs them as appropriate;
- Sorts incoming mail for distribution and dispatches outgoing mail;
- Compiles and distributes crew lists and itineraries;
- Tracks company fuel cards;
- Fleet reporting administration;
- Processes driver abstract applications;
- Records meeting minutes, employee training and safety inspections;
- Maintains a filing system including safety, vehicle & equipment records;
- Controls office inventory supplies; and,
- Other duties and responsibilities as assigned.

### QUALIFICATIONS:

- Excellent verbal and written communication skills;
- High attention to detail;
- Ability to prioritize assigned tasks;
- Ability to work independently and in a team environment;
- Regular attendance and punctuality are required;
- Strong organizational skills and the ability to multitask;
- Proficiency in Microsoft Office Suite, particularly Excel;
- Ability to maintain customer and employee confidentiality;
- Post-secondary degree, diploma or equivalent in a related discipline is preferred; and,
- Previous experience in an administrative role is a definite asset.

### COMPENSATION:

- Hourly rate to be discussed based on qualifications.
- Benefit enrollment following 3-month probationary period.

PowerNorth appreciates everyone's interest in this position, however only successful candidates will be contacted for an interview.