



Executive Assistant, Corporate

GrandBridge Energy Inc., formed in May 2022 as the result of the merger of the former Brantford Power Inc. and Energy+ Inc., is the eighth largest municipally owned electricity distributor in Ontario. GrandBridge Energy delivers safe and reliable electricity to approximately 109,000 customers in the City of Brantford, the City of Cambridge, the County of Brant, and the Township of North Dumfries. The team provides safe and reliable energy solutions that are strengthened by an unwavering commitment to service excellence.

GrandBridge Energy is looking for an Executive Assistant, Corporate to join our Team!

Working with minimal supervision in a fast-paced, deadline-oriented environment, you will provide professional and confidential administrative support services to the President & CEO, Corporate Secretary, Board of Directors, and the Leadership Team. You will co-ordinate calendars, organize meetings, as well as initiate the development of agendas, presentation materials, meeting deliverables, prepare meeting notes and minutes and document follow-up action items. Working collaboratively with the Corporate Secretary, you will support the periodic review and development of corporate governance policies and procedures, as well as ensure that the corporate record books are organized and maintained. This position will also co-ordinate logistics and support the planning and execution of corporate and special events involving the President and CEO, Leadership Team, and the Board of Directors.

This position requires someone experienced in administration with a high level of tact, integrity, and confidentiality. Working hours may change on short notice to meet deadlines. The ideal candidate has a post-secondary degree in office administration or a relevant discipline, with a minimum of 5+ years' experience supporting senior level executives, including experience working with Board of Directors. In addition, an intermediate knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Publisher), Adobe Acrobat, and Visio is required. Knowledge of the utility sector is considered an asset.

Employment is contingent upon your provision of proof of being fully vaccinated against COVID-19. If you are unable to be vaccinated due to medical reasons or based on creed, we would ask that you kindly provide satisfactory evidence in support of an accommodation under the Human Rights Code

We offer an excellent working environment, career path exploration and development opportunities, as well as, a comprehensive total rewards package, and opportunities to get involved with teams and charitable events that support and make a difference in our community. To become a member of our team, please forward your resume to careers@grandbridgeenergy.com. When applying for the position, please quote "**Executive Assistant Corporate**" in the subject line.

GrandBridge Energy
39 Glebe Street, P. O. Box 1060,
Cambridge, Ontario N1R 5X6
or email: careers@grandbridgeenergy.com
Check us out at <https://grandbridgeenergy.com/>



We appreciate the opportunity to review all resumes, however due to volume, only those under consideration will be contacted. We retain all resumes for a period of 12 months. In the event a similar position becomes available, your application may be considered.

GrandBridge Energy is an Equal Opportunity Employer and is AODA compliant.