

EXECUTIVE COORDINATOR

Management Position

Lines & Operations Division & Asset Management & Engineering

Salary Range \$67,677.12 to \$78,694.32 annually

SYNERGY NORTH CORPORATION distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and have a full-time, permanent position of Executive Coordinator in Thunder Bay, Ontario.

SYNERGY NORTH invests in the safety and wellbeing of our employees. We provide a robust training program a comprehensive benefits package.

POSITION SUMMARY:

Under the general direction and guidance of the Vice President, Lines Construction, Maintenance & Operations and the Vice President, System Planning, Asset Management & Engineering, the Executive Coordinator is responsible for providing confidential and general executive coordinator services to the Vice Presidents and/or Division staff, and for performing a variety of administrative and clerical duties in support of the corporate initiatives.

The Executive Coordinator will:

- Collaborate with relevant departments to gather financial data and assist in preparing the annual budget. Track expenditures, monitor budget allocations, and assist with quarterly projection reports and budget adjustments. Provide regular reports and insights to the VP to support budget planning and decision-making. Utilize spreadsheet software (e.g., Excel) and financial systems with strong attention to detail and analytical skills.
- Manage incoming inquiries and refer to appropriate parties.
- Perform general administrative functions related to the divisions.
- Book and coordinate meetings for Vice Presidents.
- Collect and organize documentation, ensuring timely completion of the work order closing process.
- Process and confirm all timesheets, track vacation and sick leave submissions, and update vacation calendars for AME & Lines management staff.
- Manage purchasing card processing for Vice Presidents and designated personnel.
- Coordinate and book travel arrangements exclusively for Vice Presidents and the Superintendent.
- Issue and maintain a database of L&O and AME Procedures, Policies, Guidelines, and Standing Orders.
- Gather and submit OEB statistics reports to the Regulatory Department.
- Provide administrative support for ESA audits.
- Establish, maintain, and manage confidential files and handle sensitive correspondence with discretion.
- Prepare and manage confidential HR reports related to attendance and appraisal interviews.
- Assist in the preparation and maintenance of the company's Emergency Plan.
- Maintain up-to-date physical standards binders.
- Provide support for incident reporting and process administration for L&O and AME.
- Manage standing work order changes throughout the year, including fleet changes and pricing template distribution.
- Submit purchase requisitions and receivers as required.
- Oversee the planning and management of cell phone devices for department personnel.
- Function as a signing authority for Vice Presidents as required.
- Perform other related duties as required.

QUALIFICATIONS:

Mandatory

Post-secondary graduate in a related administrative or clerical program plus working experience as an Administrative Assistant/Executive Assistant, or an equivalent of education and experience. Excellent verbal and written communication skills with a commitment to continuous improvement and teamwork. Independently manages inquiries and requests and resolves problems requiring general knowledge of the utility, its policies and procedures while understanding when to follow-through, follow-up or escalate. Ability to react quickly in a fast-paced and ever-changing environment. Ability to manage sensitive information with discretion and confidentiality. Ability to work independently and under pressure with minimal supervision. Excellent interpersonal and public relations skills, tact, and good judgment. Ability to work individually and as part of a team, with various groups and individuals, both internal and external to Synergy North. Highly organized self-starter with proven ability to multitask, while keeping an attention to detail. Enhanced computer skills with proficiency in the use of Microsoft Office programs, particularly Word, Excel, PowerPoint, and Visio.

Preferred

Experience with Central Square software or other Customer Information Services, Payroll Management programs or software. Experience with Budget Management. Knowledge of or experience working with electrical utilities.

CONDITIONS OF EMPLOYMENT:

Must be willing to work additional hours.

Must successfully complete a Police Information Check.

TESTING To confirm ability for the position, applicants may be required to take tests related to the job requirements and duties of this position that may be conducted by an independent third party.

Internal and External applications including detailed resume and outline of qualifications are being reviewed starting **February 25, 2025**, and will continue to be accepted by the Human Resources & Safety Division until position is filled.

Note: Please submit your application electronically to recruit@synergynorth.ca