

Executive Assistant
World Energy GH2
St. John's NL
Reference #NH-16621



World Energy GH2, an affiliate of World Energy, will harness Newfoundland and Labrador's wind energy to develop the fuel of the future. World Energy GH2's Project Nujio'qonik aims to be Canada's first commercial green hydrogen/ammonia producer created from 3+ Gigawatts of wind energy in one of the world's best wind resource regions.

As World Energy GH2 focuses on completing environmental studies, advancing this new industry in Atlantic Canada, and contributing to climate change mitigation on a large scale, an outstanding team is required to support and develop this innovative project.

Meridia Recruitment is proud to partner with World Energy GH2 in seeking an Executive Assistant. This is an exciting opportunity to support a growing organization working with executives in a dynamic and fast-paced environment while making an impact in the renewable energy industry. The Executive Assistant will support the executive team by performing a wide range of duties and working to increase efficiency of operations. From organizing meetings and events, managing travel, drafting correspondence, and providing general administrative support, a can-do attitude and ability to anticipate needs and think strategically are key to success in this role.

The responsibilities will also include:

- Providing overall administrative assistance to senior executives.
- Managing national and international travel.
- Providing complex calendar management, including planning, organizing, and coordinating meetings, conference calls, and events, including making appropriate logistical arrangements.
- Attending team meetings, recording minutes and action items related to follow up.
- Revising and executing documents; corresponding on behalf of senior executives.
- General office management, including scheduling board rooms, video conference, arranging catering, expenses, maintaining office equipment, supervising and coordinating office duties.

The ideal candidate should have the following skills and requirements:

- 3+ years experience in office administration in a professional office environment.
- Recognized administration or business diploma/degree, or equivalent.
- Engaging team player who loves to jump in and help wherever needed.
- Proven proficiency in Microsoft Office 365.
- Exceptional attention to detail and natural aptitude for confidential tasks and information.
- A self-starter, with effective organizational and time management skills.
- Service-oriented with sound personal and professional judgement.
- Proven ability to work with senior leaders to provide a high standard and quality of work.

To express interest in this exciting career opportunity, please submit your resume in confidence at <https://meridiarecruitment.ca/Career/16621>. For more information, contact Natalie Hand at 709-722-6925. If you require accommodation to participate in the recruitment process, please let us know.

Meridia Recruitment connects leading organizations with top talent by building strong relationships and creating ideal matches with candidates because we are only successful when you are. We appreciate your interest in this opportunity.

To learn more about Meridia Recruitment, our job opportunities, and career advice, we invite you to explore our website: www.meridiarecruitment.ca. For information on opportunities with our parent company, Knightsbridge Robertson Surette, visit www.kbrs.ca.