



## **Executive Office Assistant**

Rodan Energy is a leader in Smart Grid and Green Energy solutions for power producers, consumers and distributors. We are a progressive, energetic and rapidly growing company that is well positioned in the dynamic North American energy services market.

We currently have an opportunity for an **Executive Office Assistant**, based out of our Mississauga head office. While this role supports the President with research and organizational matters, there is a focus on general office and administrative support to the Senior Leadership team.

### **Responsibilities**

- Reception and general office administration/management
- Arranging for travel, meals, and accommodation
- Developing and maintaining an efficient filing and database system
- Providing back-up and overflow support to the Operations and Business Development teams, providing exposure to various aspects of the business
- Completing other tasks and projects as assigned by management

### **Skills and Qualifications**

- Minimum of 2 years related work experience in an administrative function
- Excellent computer skills in MS Office (Outlook, Word, Excel and PowerPoint)
- Highly organized with the ability to multi-task and balance conflicting priorities
- Proven attention to detail
- Demonstrated verbal and written communication skills
- Easily liaises and interacts with all types of personalities while maintaining professionalism
- A self-starter with a strong sense of initiative
- Must have own vehicle and a clean driving record

### **To Apply**

Please email a cover letter, resume and your salary expectations in confidence with "**Executive Office Assistant**" in the subject line to: [careers@rodanpower.com](mailto:careers@rodanpower.com) by April 12, 2013. We thank all applicants for their interest, however, only those selected for an interview will be contacted.