



NORTH BAY HYDRO DISTRIBUTION LIMITED

REQUIRES AN

ADMINISTRATIVE ASSISTANT

North Bay Hydro Distribution Limited strives to provide high levels of customer satisfaction and reliable electrical service within the community of North Bay. We value employees and are looking for the right person to come and join our exciting and dedicated team.

Under the direction of the Manager, Human Resources and Administration, the Administrative Assistant performs all administrative duties of a highly responsible and confidential nature for the senior managers. This position supports the day-to-day operation of the human resources department in an efficient and professional manner. Provides administrative support while maintaining a high degree of resourcefulness in undertaking and coordinating activities for the Board of Directors.

Minimum Qualifications Required:

- Minimum 2-year college diploma in secretarial/business or equivalent work experience
- Proven experience in Human Resources would be considered an asset
- Ability to work well in a team environment
- Excellent time management skills and ability to multi-task and prioritize work
- Strong problem-solving skills
- Excellent written and verbal communication skills
- Well-developed interpersonal and organization skills
- Proficient in MS Office
- Ability to perform data entry

In addition to a competitive salary, we also offer a comprehensive benefits package. Interested applicants should submit their resume detailing related education, qualifications, and experience to:

hr@northbayhydro.com

Attention: Marie Coulombe, Manager, Human Resources and Administration

Applications will be considered until 4:30 p.m. December 10, 2021

Personal information submitted will be solely used to determine eligibility for employment in this position.

We thank all applicants, but only those selected for a personal interview will be contacted.