

Administrative Assistant

GP JOULE Americas is a subsidiary of GP JOULE GmbH, a diversified renewable project developer and Engineering, Procurement offices across Europe, the US and Canada. The Americas team is focused on solar project co-development as well as full turnkey EPC services for the North and Latin American markets. Headquartered in Toronto, Ontario, Canada, with satellite offices in Calgary and California, we specialize in ground mount solar photovoltaic installations for both commercial and utility scale projects and can offer unique solutions in short and long term financing.

We have moved our Americas Headquarters to a desirable downtown Toronto location, within a fresh and modern environment focused on embracing open communication, collaboration and team efficiency. Our strong international and local management teams are recognized globally in our industry.

GP JOULE, as a growing international private company, values authenticity, fair business practices, innovation, quality and zest for life. We look for highly-spirited people embracing those same core values to join us!

About the Opportunity

We are currently looking for an **Administrative Assistant** to report to the Finance and Accounting Manager. The successful candidate will have strong written and verbal communication skills plus great energy and a friendly personality. They will be a self-starter who takes initiative and has a definite willingness to embrace new responsibilities as the position and the company both grow.

Key Responsibilities

- Book flights, car rentals and accommodations for office staff
- Update contacts, monitor vacation schedule, get approvals
- Assist in the preparation of expense reports
- Collect and distribute mail and manage courier services
- Maintain the filing, scanning and distribution of documentation
- Update and maintain office policies and procedures
- Oversee the replenishment, purchasing and organization of office supplies and consumables
- Deal with office service contracts (lease, cleaning, IT, etc.) and place service call for equipment and phones if required
- Manage the reception area - greeting guests and answer/direct general incoming calls
- Help keep the premises clean, welcoming and organized at all times (incl. reception, meeting room, kitchen/bar area)
- Other related duties, as required

Administrative Assistant

Skills & Qualifications

- High school diploma is required; additional Post-secondary education is a plus
- German language skills are an asset
- Minimum 3 years office management/administrative experience
- Superior proficiency in MS Office - Word, Excel and PowerPoint, Email and Internet
- Exceptional verbal and written communication skills
- Strong organizational skills; proactive; ability to self-manage competing priorities; attention to detail and accuracy and able to multi task
- Must be a team player, who can also work independently with little direction or supervision, and possess ability to coordinate and manage multiple priorities
- Provide superior customer service in a professional and friendly manner
- Demonstrate a positive attitude, adaptability, flexibility, and punctuality

If this sounds like you, we want to meet you. Please send your resume and cover letter in one attachment by e-mail to: careers@gp-joule.com and please quote the job title **Administrative Assistant** in the subject line.

For a view into our world, please visit us at www.gp-joule.ca.