

# Wataynikaneyap Power PM Inc.

**Wataynikaneyap Power PM Inc.**, (the "Project Manager") a wholly owned subsidiary of FortisOntario Inc., acts as the Project Manager of Wataynikaneyap Power LP ("Wataynikaneyap Power"). Wataynikaneyap Power is a licensed transmission partnership equally owned by 22 First Nation communities (51%), in partnership with Fortis Inc. (49%). To connect remote First Nation communities to the electrical grid, Wataynikaneyap Power will develop and operate approximately 1,800 kilometers of 230 kV, 115 kV, and 44 kV lines in northwestern Ontario. Located in our [Thunder Bay](#) office, the Project Manager is currently recruiting for an:

## EXECUTIVE ASSISTANT

Under the general direction of the Chief Executive Officer Wataynikaneyap Power LP ("CEO"), the candidate will be responsible to provide sound administrative assistance and support to the CEO, and both the Chief Operating Officer and the Vice President of Finance of the Project Manager. The successful applicant will be experienced in handling a wide range of administrative and executive support related tasks; be extremely well organized, detail oriented, anticipate problems, flexible, and able to deal with competing priorities and produce accurate work. Candidate must have highly developed communications and customer service skills necessary in dealing with internal/external customers and stakeholders. In order to be successful the applicant must possess tact, diplomacy and good judgement/discretion when dealing with highly confidential and sensitive information to align with the Company's Vision, Mission and Core Values.

This position will be responsible for a number of duties and responsibilities such as, but not limited to:

- Coordinate meeting material, travel arrangements, scheduling of meetings, event organization, and processing expense claims as directed
- Prepare and edit correspondence communications including letters, memoranda, and reports
- Assist with financial reporting requirements to provide data to internal/external agencies
- Assist with contract and project management and documentation as required
- Act as an internal resource to ensure compliance with all Company policies and procedures
- Other duties may be added or amended

The successful candidate must have the following minimum skills and qualifications:

- Successfully completed **Post Secondary** education in **Office/Business Administration** or equivalent as deemed acceptable by the Company
- Minimum **five (5) years** of progressive responsible experience in related role or capacity
- Advanced and proficient user of MS Office Suite to prepare correspondence, documents, presentations and to generate a variety of reports
- Service oriented; demonstrates great **attention to detail** while meeting tight deadlines
- Superior knowledge of e-mail systems such as MS Outlook, including task tracking, follow-ups, and advanced calendaring features
- Experience working and understanding with First Nations; First Nations language considered an asset

Qualified and interested candidates should email their cover letter and resume to Human Resources, [HR@wataypower.ca](mailto:HR@wataypower.ca), no later than May 16, 2018. Please indicate "**EXEC ASST**" in the subject line. If sending an application via mail, please submit to the following address:

ATTN: Human Resources Department, 1130 Bertie Street,  
Fort Erie, ON L2A 5Y2; (905) 871-0330 x3325

The Company promotes diversity and inclusion in the workplace. We encourage First Nation candidates to apply; we thank all respondents but we will only contact those selected for an interview. The Company is committed to accommodating applicants with disabilities and will work with applicants that request an accommodation(s) at any stage of the recruitment cycle.