

Executive Assistant

jane@synergy1cc.com
Phone :
Web :



Powering everyone™
Solar | EV Charging | Energy Innovation



Job Summary

Vacancy :
Deadline : Oct 09, 2024
Published : Sep 09, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Position: **Executive Assistant**

Location: Kitchener, ON

Compensation: \$60k – 70k Annual Starting Salary, depending on experience and qualifications.

Additional Benefits: Company bonus program, competitive health benefits plan, RRSP matching, generous vacation allowance, and staff discounts for solar and EV charging systems.

At VCT Group we help our customers meet their sustainability and investment goals. We have built over 300 **Solar Projects** and have a robust pipeline of work for 2024 and beyond. We pride ourselves on having a supportive, diverse, and positive company culture.

Our latest endeavours push the limits to rethink underutilized spaces, such as our in house designed **Solar Canopy** structures, to drive electrification with modern **EV Charging** solutions, and to work closely with industry-leading developers to build out the future of how we generate, use and store electricity.

We are also the founders of a community-based energy investment vehicle. The **CED Co-op** allows investors to take part in building solutions that combat climate change. The Co-op has over 800 members and has deployed over \$45 million into renewable energy projects. We are proud that CED Co-op is the first co-operative in Canada to become a public corporation, enabling investments in the Co-op to be held in registered investment accounts.

VCT Group is seeking a motivated, hands-on Executive Assistant to join our team and help us build amazing projects.

Through your work, we will meaningfully connect with the clients of VCT and CED Co-op and ensure internal efficiency is achieved in order to deliver customer value. You will be able to directly leverage your prioritization skills, creative problem-solving abilities, and organizational talents to enhance VCT's execution.

This position involves working out of our Kitchener office under the direction of the President, and in collaboration with the Senior Management Team.

Our culture is very supportive and highly collaborative. We're looking for team players who want to learn the renewable energy industry and grow with our company. If you have a passion for making positive change a reality and want to help build a brighter future together with us, we want to talk with you!

- Client Engagement: Act as the first point of contact for inbound client interactions, balancing efficient
- Calendar and Schedule Management: Organize meetings, appointments, and events, while managing
- Email and Correspondence Management: Filter, prioritize, draft, and respond to emails on behalf of the
- Meeting and Presentation Support: Prepare agendas, documents, reports, presentations, take minutes, and
- Project and Program Management Support: Assist in project planning, execution, and monitoring, and
- Communication Liaison: Serve as the main point of contact between the executive, team members, and
- Business Process Optimization: Analyze and assess internal systems and procedures to enhance efficiency
- Onboarding and Administrative Support: Onboard new team members, handle introductions, arrange customer support and advocacy.scheduling conflicts.executive.track action items for meetings.coordinate organization-wide programs like workshops and special projects.external stakeholders to ensure effective communication.and recommend improvements.training, and provide general administrative support to the management team.

5 Forwell Rd. – Unit #3, Kitchener, Ontario, N2B 1W3

vctgroup.com | 519.279.4630

info@vctgroup.com | ECRA/ESA #7014028 solar power . energy/ghg management . ev charging

- Personal and Office Management: Handle personal tasks, manage the executive's personal schedule, and oversee daily office operations.

- Post secondary diploma or university degree (business, communications or related program preferred)

- 5+ years experience in EA, customer relations and/or office administrative roles

- Strong knowledge of office procedures and practices.

- Fantastic on the phone, over email or in-person. Top notch written and verbal communication.

- Able to contribute to a positive, collaborative, and diverse workplace culture. VCT is committed to a culture of mutual respect and support; and to providing a safe space for all employees and visitors.

- Strong Problem Solving and Analytical Skills: Ability to research, analyze, and address complex issues

- Accountability and Integrity: Demonstrates dependability, ethical behavior, and personal responsibility in all

- Effective Time Management and Organization: Skilled in prioritizing tasks, managing time efficiently, and

- Excellent Communication and Interpersonal Skills: Proficient in mediating, negotiating, and consulting with

- Quality and Detail Orientation: Maintains a focus on delivering high-quality work with attention to detail and

- Adaptability and Stress Management: Handles high-pressure situations with energy and composure,

- Highly efficient use of computer applications including databases, Zoom/Teams, CRM platforms, and other

- effectively.tasks.planning to meet deadlines.others, while ensuring clear and effective communication.adherence to rules and regulations.maintaining productivity and professionalism.MS Office applications (Outlook, Word, Excel, PowerPoint).

- You enjoy catching up on the latest readings in communications and behavioral science (Ariely, Gladwell,

- You enjoy learning and are excited at the opportunity to develop a deep understanding of solar, renewables,

- You can't stop yourself from critically evaluating everything you see, from a position of curiosity rather than

- Godin, Heath, Pink...)energy storage and electric vehicles, as well as how these projects come together.superiority, thinking of ways it can be done better

- You think in "systems" language, not only function.

- You're a bit of a perfectionist, in a healthy way, you value precision and accuracy.

- Without being arrogant or boastful, you are quite inwardly competitive and like to feel accomplished.

- You already own an electric vehicle, or can hardly wait to get one, and you are keenly aware of your

environmental footprint.

If you do not feel you can tick all the boxes for required qualifications, let us know why and what you bring that shares new perspectives or talents. We seek enthusiastic candidates willing to take a step into the exciting future of electrification.

Interested candidates should forward their resume and cover letter to hr@vctgroup.com. We would like to thank all candidates for their interest, however, only those potentially suitable for the position will be contacted.

VCT is committed to the values of diversity and inclusivity. If you require accommodations in the interview process, please provide details in your application.

5 Forwell Rd. – Unit #3, Kitchener, Ontario, N2B 1W3

vctgroup.com | 519.279.4630

info@vctgroup.com | ECRA/ESA #7014028 solar power . energy/ghg management . ev charging

[APPLY](#)

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
