



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.

OVERVIEW

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!

SPECIFIC RESPONSIBILITIES INCLUDE:

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





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

REQUIRED TO APPLY:

- 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.

YOU'LL ALSO PROBABLY NEED THIS TO GET THE JOB:

- Strong Problem Solving and Analytical Skills: Ability to research, analyze, and address complex issues effectively.
- Accountability and Integrity: Demonstrates dependability, ethical behavior, and personal responsibility in all tasks.
- Effective Time Management and Organization: Skilled in prioritizing tasks, managing time efficiently, and planning to meet deadlines.
- Excellent Communication and Interpersonal Skills: Proficient in mediating, negotiating, and consulting with others, while ensuring clear and effective communication.
- Quality and Detail Orientation: Maintains a focus on delivering high-quality work with attention to detail and adherence to rules and regulations.
- Adaptability and Stress Management: Handles high-pressure situations with energy and composure, maintaining productivity and professionalism.
- Highly efficient use of computer applications including databases, Zoom/Teams, CRM platforms, and other MS Office applications (Outlook, Word, Excel, PowerPoint).

YOU'LL LIKELY BE A PRETTY GOOD FIT IF SOME OF THE FOLLOWING DESCRIBES YOU:

- You enjoy catching up on the latest readings in communications and behavioral science (Ariely, Gladwell, Godin, Heath, Pink...)
- You enjoy learning and are excited at the opportunity to develop a deep understanding of solar, renewables, energy storage and electric vehicles, as well as how these projects come together.
- You can't stop yourself from critically evaluating everything you see, from a position of curiosity rather than 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.

