



## **Title: Administrative Assistant**

**Genalta** Power Inc. is a Canadian based, clean power generation company leading the way in waste energy to power applications. As a client oriented solutions provider, we are able to capture energy from sources such as waste heat, pressure and gas and create cost-effective and environmentally responsible electricity. **Genalta** is developing projects in strategic regions of North America with an emphasis on the Oil, Gas and Chemical Industries.

### **Why Genalta?**

- ✓ Create your own career path
- ✓ We are growing you can grow with us
- ✓ Be rewarded through the company's performance based bonus

The role of **Administrative Assistant** will appeal to individuals who enjoy supporting a dynamic team, who are flexible in their approach to work, self-starters with a high level of ownership. The Administrative Assistant interacts with a variety of business units and may be involved in project assignments. Time-management, organizational and interpersonal skills are critical for success in the role.

- ✓ Responsible for planning and overseeing all administrative support and office services for the company. This includes coordinating and communicating office activities, first responder to all incoming calls and office guests, travel and general troubleshooting.
- ✓ Review & prepare all documents, reports, manuals and correspondence for format, content, grammar, and spelling, and make edits as necessary. Prepare draft reports, background documentation, and research. Maintains all templates accurate in formatting & branding.
- ✓ Provide support to the Finance & Consulting Departments in the form of AP/AR, Time Entry & Filing.
- ✓ Research and apply for various green energy government grants.



# Genalta Power

The successful candidate will be:

- ✓ A highly organized problem solver.
- ✓ Evidence of sound judgment in supporting the overall success of the team and efficiently and effectively completing tasks/assignments/projects and adding value in the process.
- ✓ Hands-on self-starter with a high degree of initiative, attention to detail, and exceptional organizational and time management skills.
- ✓ Excellent verbal and written communication skills, including spelling, grammatical and proof reading ability.
- ✓ Ability to perform secretarial administrative duties with deliberate speed and accuracy without immediate and constant supervision.
- ✓ High proficiency in Microsoft Word, Excel, Power Point.
- ✓ At least 4-5 years of administration experience in a similar role.

The above position offers an excellent opportunity in a growing company to individuals that are results driven, have the ability to align their activity to achieve the required results and excel at meeting their commitments.

The position is located in Calgary, Alberta. **Genalta** offers a compensation plan that includes salary and performance bonus.

This posting will remain open until a suitable candidate is located. We thank all interested candidates for applying however **Genalta** will only be contacting those individuals we wish to interview. Please indicate in your response the following:

- ✓ **Your educational background**
- ✓ **Professional designations currently held**
- ✓ **Experience specific to the required qualifications**

Please respond by email only to: [hr@genaltapower.com](mailto:hr@genaltapower.com)

**No phone calls please**