

CAREER OPPORTUNITY

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 entity, majority-owned by a partnership of 24 First Nation communities in partnership with Fortis Inc. and other private investors. The partnership is an unprecedented undertaking and is currently constructing 1,800 kilometers of 230 kV, 115 kV, and 44 kV transmission lines and over 20 substations in northwestern Ontario. Located in our **Thunder Bay** office, Wataynikaneyap Power is currently recruiting for a talented:

PROJECT ASSISTANT

(MULTI-YEAR CONTRACT)

Under the direction of the Manager, Project Controls, this position works collaboratively within a team environment and plays a key role in supporting the Project Controls Department on a day-to-day basis, while ensuring all work is performed efficiently and in an organized manner. The position will be responsible for, but not limited to, providing strategic analysis through data consolidation, working collaboratively to contribute ideas and develop recommendations, generating and reviewing internal/external correspondence, overseeing the preparation of various documents and presentations and assisting in preparing reporting packages. This role will also ensure the departments operate efficiently by prompting/following up as required, anticipating needs, implementing suggestions, initiating improvements to workflow and dealing with day-to-day issues as required.

We are seeking a highly organized individual with a keen attention to detail, able to commit to an increased work volume on a periodic basis, and adaptable to changing work priorities/deadlines.

In order to be successful in this position the candidate will have a high level of enthusiasm, excellent communication skills, problem-solving capabilities, and the ability to develop and maintain relationships with all levels of the organization. If you are seeking a rewarding career, opportunity to work both independently and part of a collaborative and dynamic team - **we encourage you to apply!**

The successful candidate will ideally have the following attributes, skills and qualifications:

- **Post-secondary education** in Office/Business Administration is a requirement for this position
- **Five (5) years’ experience** in an Administrative Assistant or Executive Assistant role with increasing levels of responsibility
- Demonstrated ability to work both independently as well as collaboratively - small and large teams.
- Strong priority management and organization skills with the ability to drive multiple tasks at same time.
- Strong analytical skills; ability to analyze information/provide recommendation based on data collected
- High degree of proficiency and experience using MS Excel, Word and PowerPoint
- Perform highly diversified tasks requiring comprehensive business knowledge
- Experience working with First Nations; ability to speak/understand Anishinaabe or Anishiniimowin considered an asset
- Experience working in Project Management and/or a utility environment considered an asset
- Must hold and maintain a Valid Ontario “G” license with a clear driving abstract

Please visit www.wataypower.ca for more information



FORTIS ONTARIO

Please submit your application to HR@wataypower.ca by **April 3, 2020**. Indicate “WTY-PA” on subject line.

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) during the recruitment cycle.