



CAREER OPPORTUNITY

Become part of one of the largest electric infrastructure projects ever to connect 17 remote First Nation communities in Ontario! Join a talented team that is providing reliable, accessible energy to remote communities. This First Nations-led project advances only with full respect for the land, rights, guiding principles, and way of life.

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 kilometres of 230 kV, 115 kV, and 44 kV transmission lines and over 20 substations in northwestern Ontario. Located in our Fort William First Nation, ON office, Wataynikaneyap Power is currently recruiting for a talented:

ADMINISTRATIVE ASSISTANT (Multi-Year Project Position)

Under the general direction of the Manager, Project Controls, the successful applicant will be experienced in handling a wide range of administrative and clerical 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.

Please email HR@wataypower.ca for a full job description.

REQUIRED QUALIFICATIONS:

- Completion of post secondary education in Office/Business Administration
- Minimum five (5) years in an Administrative Assistant role or related experience as deemed acceptable to the Company
- Advanced and proficient user of MS Office Suite to prepare correspondence, documents, presentations and to generate a variety of reports
- Ability to function in a continuously demanding environment with changing/conflicting priorities
- Experience with using MS Outlook, including task tracking, follow-ups, and advanced calendaring features
- Exceptional level of discretion and judgement with demonstrated problem skills and the ability to take initiative where appropriate
- Must have a valid Ontario "G" driver's license and maintain a clean driver's abstract



Please submit your application to HR@wataypower.ca by **May 3, 2021** and indicate "ADM-ASST" on subject line.

We encourage First Nation candidates to apply! Wataynikaneyap Power PM Inc. thanks 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 accommodation(s) during the recruitment cycle.