



Job Posting: Office Assistant (Part-Time)

Job Category: Administration

Requisition Number: OFFIC001527

TriSummit Utilities Inc. (TSU) is an energy company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU's mission is to make communities a better place to live, by connecting them to the energy they want, when they need it, now and into the future. In an ever-changing world, our vision is to adapt, using our energy infrastructure to provide increasing value to our communities and investors. Our people take great pride in supporting and having a positive impact in the communities where we live and work. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

What You Will Do:

Reporting to the Vice President, Human Resources and under the direct oversight of the Senior Office Administrator, the **Office Assistant** will be responsible for maintaining day-to-day receptionist duties and providing support to employees and the Senior, Office Administrator. This part-time position is based out of our Calgary Corporate office.

Your responsibilities will include, but are not limited to:

- Ensures the efficient operation of the office by welcoming guests/visitors
- Process and distribute mail, couriers and deliveries for the office
- Complete catering requests
- Responds to information requests with the appropriate level of urgency, answer phones, and redirect calls as required
- Ensures the office is stocked with all appropriate supplies so that it is fully operational, including supply inventory
- Track facility issues and concerns, entering Service Work Orders when issues arrive, and liaising with Facility Building Maintenance Team.
- Supports the day-to-day activities of specialized project initiatives as assigned
- Assists in the organization of employee events and functions
- Assists with completing expenses
- Provides support and assistance to the Senior, Office Administrator
- Other office duties as assigned

What You Will Need to Succeed:

This position has the following occupational requirements:

- Minimum of 1-2 years of experience in an office or customer service role
- High school diploma and/or equivalent post-secondary education or Administration Certificate/Diploma

To excel in this position, we recommend that candidates have the following skills and qualifications:

- Knowledge of Microsoft Office Applications such as Word, Excel, PowerPoint, SharePoint
- Excellent communication, interpersonal and customer service skills
- Reliable with strong work ethic and ability to work within a team environment
- Excellent attention to detail

If you meet most of the position skills and qualifications, you are still encouraged to express your interest in joining our team. We invite applicants to submit their resumes, emphasizing their accomplishments that align with the occupational requirements. Your distinct skills and experiences may still qualify you as a valuable addition to our team.

What We Will Provide:

TriSummit Utilities Inc. is committed to your overall health and safety. When you join our team, you can expect a safety-centric culture.

Inclusive Workplace:

At **TriSummit Utilities Inc.**, we are dedicated to creating an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We firmly believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results. We encourage applications from candidates of all backgrounds to help us continue building an inclusive workplace.

Ready to Join Us?

If you are eager to be part of our team and make a difference in the energy industry, please submit your resume and cover letter in confidence to the Human Resources Department. We look forward to receiving your application!

Join Our Team as an Office Assistant at TriSummit Utilities Inc.!