



## **Executive Assistant to the President & CEO**

Niagara Peninsula Energy Inc. (NPEI) is seeking a qualified individual with eight (8) to ten (10) years of experience to join our management team in the position of Executive Assistant to the President & CEO. This position is an in-office role working out of our corporate office located in Niagara Falls, with occasional travel to our Smithville office. The Executive Assistant is responsible for coordinating the activities of the Executive Office, ensuring information flows appropriately for the efficiency of both day-to-day activities as well as long-term planning. Providing support to the Senior Leadership Team, the Executive Assistant ensures processes and control standards are maintained, while seeking to identify, develop, and participate in the implementation of improvement opportunities. This position is also responsible for supporting the Board of Directors, acting as the Recording Secretary while organizing executive and Board calendars.

### **Salary Range:**

\$82,656.00 - \$103,319.51 per year and is commensurate with experience and qualifications.

### **Primary Duties & Responsibilities:**

- Maintain the calendar of the President & CEO and schedule appointments based on priority of events and issues.
- Manage calendar of executives, coordinate internal and external meetings and book meeting rooms and resources to support efficient meeting facilitation.
- Support the scheduling and coordination of departmental events.
- Act as the liaison for Board members regarding corporate correspondence.
- Schedule Board, Committee and Sub-Committee meetings and develop agendas, records and maintain meeting minutes.
- Assist in the development and distribution of all Committee and Board reports.
- Build effective relationships with external stakeholders and work within Municipal guidelines.
- Work with the offices of Town Councilors, CFO, CAO and Mayor when required to coordinate meetings and circulate required information.

### **Required Qualifications & Skills:**

- Requires 8-10 years supporting a senior executive and experience supporting a Board of Directors.
- Post-secondary diploma in a related field.
- Advanced knowledge of Board procedures, protocols with the ability to maintain detailed minutes including motions and resolutions tracking.
- Functional knowledge of municipal procedures including AGM protocols, Council meetings and process of resolutions.
- Advanced Microsoft Office Suite skills.
- Knowledge of administrative processes and systems.
- Exceptional organizational skills, attention to detail and the ability to multi-task in a fast-paced environment.
- Strong interpersonal, written and verbal communication skills.
- Demonstrated ability to maintain confidentiality, discretion and professionalism.

**How to Apply:**

Interested and qualified applicants are encouraged to apply by submitting a cover letter and resume no later than **4:30 p.m. on Wednesday, February 25, 2026 at 4:30 p.m.** to [people.culture@npei.ca](mailto:people.culture@npei.ca).

Niagara Peninsula Energy Inc. is committed to creating an inclusive workplace and we encourage candidates from diverse backgrounds, experiences, and those who may need accommodation to apply to join our team. Our commitment to excellence in diversity goes beyond promoting equity. By incorporating a variety of experiences and perspectives, we create opportunities for innovative solutions and maximize the impact of our work.

*We sincerely thank all applicants for their interest in this position; however, due to volume, only those selected for an interview will be contacted. Niagara Peninsula Energy Inc. is an equal opportunity employer and is AODA compliant. If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the People & Culture Department.*