



VACANCY

Administrative Assistant

Emera Caribbean Renewables Ltd. is seeking applications from suitably qualified professionals to fill the position of **Administrative Assistant**. Reporting to the Manager – Renewable Energy, the successful candidate will provide administrative support for business development activities and perform office management and inventory management duties.

Primary Responsibilities

In this role the successful candidate will be required to:

- Manage day-to-day administrative and secretarial activities including managing calendars, making travel arrangements and scheduling appointments, sorting and routing mail, coordinating and arranging meetings, conferences and events and managing office supplies
- Establish a physical and electronic filing system and act as custodian of all documents and records
- Coordinate and assist in the preparation of management reports
- Assist in the procurement and management of inventory, liaising with local and overseas vendors and investigating discrepancies
- Assist with the preparation and maintenance of customer contracts, compliance documentation, quotations and estimates
- Perform bookkeeping functions by processing accounts payables and receivables, applying payments to customer accounts, following up on accounts receivables, generating and issuing receipts, invoices and cheques for clients, and reconciliation of invoices for payment

Qualifications and Experience

- An Associate Degree in Office Management and Administration, Business Studies or an equivalent qualification
- A minimum of three (3) years' experience in an administrative role or a similar capacity
- Proficiency in the Microsoft Office suite is required
- Knowledge of PeopleSoft applications would be an asset

Remuneration

We are offering an attractive compensation package to the successful candidate.

Applications

Suitably qualified candidates should submit their applications by e-mail to careers@emeracaribbean.com. The deadline for submissions is **Friday, July 21, 2023**. Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website www.emeracaribbeanrenewables.com.