



The **Administrative Assistant** provides a wide range of services to various levels of the organization. Supporting the Executive Assistant, this position is responsible for the daily receptionist and administrative functions while also assisting the Executive and BOD. The Administrative Assistant will be required to have a high level of customer services as well as a demonstrated ability to exercise sound judgment with the ability to work independently.

Duties and Responsibilities

Receptionist / Administrative functions

- Answer general phone inquiries using a professional and courteous manner
 - Direct phone inquiries to the appropriate staff members
 - Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
 - Block appropriate meeting rooms if necessary
 - Order catering when necessary
- Responsible for incoming and outgoing mail/courier
- Responsible for office supply management, ensuring office supplies are sufficiently maintained
- Performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing.
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Coordinate the maintenance of office equipment
- Process, track, and submit expense claims on behalf of Senior Executive Team
- Maintaining company contact list
- Inputting business cards for all Executives
- Assist in coordinating and maintaining records for staff office space, phones, company credit cards, etc.

Assisting Executive and BOD

- Provide administrative support to management and other staff
- Make travel, meeting and other arrangements for staff
- Assist with calendar management for the Senior Management Team, requiring interaction with both internal and external contacts to co-ordinate meetings and travel arrangements.
- Create and revise reports and documents in accordance with the organization's guidelines.
- Make travel arrangements for the Executive Team and other staff which includes booking flights, hotel accommodation, car rental and managing itineraries.



Minimum Requirements

- 1+ years in similar office environment
- Excellent customer service skills
- Tactful and effective communicator, both oral and written
- Excellent interpersonal relations and a demonstrated ability to work with others effectively
- Demonstrated ability to prioritize tasks based on comparative importance and urgency
- Excellent organization, prioritization and time management skills
- Demonstrated, working ability with MS Office Suite, including Outlook, Word, Excel and PowerPoint
- Ability to pay attention to details, multi-task and solve problems under a high energy and changing environment
- Proven ability to work with minimal supervision and direction and creatively problem solve
- Must be able to show proven record of responsibility and judgment including exercise of discretion and confidentiality
- Proven commitment to Owning Safety, both personally and through positive influence on all stakeholders.
- Works with a strong sense of urgency
- Does not need all information to navigate effectively
- Able to succeed in a changing environment
- Able to course correct
- Listens and is open to feedback
- Demonstrates nimbleness within a dynamic environment
- Demonstrates a hands-on attitude and an attention to detail
 - Demonstrates a willingness to pitch in wherever needed
 - Authentic, respectful-diplomatic-thoughtful

About Pinnacle

Pinnacle Renewable Energy Inc., a private company founded by the Swaan family of Quesnel, has been in operation for over twenty years and is the longest established pellet producer in Western Canada. Located in the heart of the lumber industry in central B.C., Canada, Pinnacle produces a variety of products carrying our name, including softwood pellet fuel, animal bedding and natural sorbent. A large portion of our production is for the bulk domestic and overseas market. Today, Pinnacle operates seven pellet plants across BC with a production capacity well over 1 million tons annually. All Pinnacle plants operate 24 hours a day, 7 days a week. Pinnacle Renewable Energy Inc. shares a vision of supporting the communities of British Columbia impacted by the Mountain Pine Beetle epidemic and is proud to take an environmentally responsible, proactive step towards creating meaningful employment in a manner that will integrate with the needs of the sawmills upon which these communities depend.