

Job Opportunity – Executive Assistant



Northern Waterworks Inc. provides premium water/wastewater operations to Municipal, First Nation, and corporate clients. We are a high growth company expanding rapidly throughout Ontario, now with divisions in Northwestern Ontario and Northeastern Ontario.

As a trusted partner to senior leadership, the **Executive Assistant** plays a key role in coordinating administrative, financial, and operational tasks. This position requires exceptional discretion, organizational skills, and the ability to manage sensitive information. Collaboration with multiple departments including Finance, People & Culture, IT/IS & Health & Safety is essential to support non-operational tasks and executive priorities.

Location: Thunder Bay or within Northwestern Ontario

Permanent Full Time: 40-hour work week, Remote, with a possible transition to hybrid

Hourly Wage Range: \$31.40 - \$42.20

Knowledge

- Secondary school diploma required; post-secondary education in Business or Office Administration is an asset.
- Working knowledge of finance, accounting, and administrative practices.
- Familiarity with relevant legislation and regulations.
- Proficiency in Microsoft Office Suite and financial software.

Responsibilities

- Provide high-level executive support to the SVP and leadership team, serving as a primary point of contact and trusted administrative partner.
- Manage executive calendars, schedule meetings, coordinate conferences and training sessions, and maintain accurate records and call logs.
- Prepare, format, and distribute confidential reports, presentations, policies, SOPs, and Board materials with a high degree of accuracy and discretion.
- Support finance and accounting processes, including quotations, purchase requisitions, purchase orders, invoicing, payables/receivables, and required data submissions.
- Coordinate travel arrangements for employees, process expense reports and travel claims, and liaise with travel vendors to ensure cost-effective solutions.
- Provide administrative and HR-related support, including onboarding coordination and maintenance of employee licensing, CEU, and OJT records.
- Assist senior leadership with special projects and cross-functional initiatives, collaborating with Finance, People & Culture, IT/IS, and Health & Safety teams as required

Attributes

- Exceptional organizational and time-management skills.
- Advanced written and verbal communication abilities.
- Ability to handle multiple priorities in a fast-paced environment.
- Strong analytical and reporting skills.
- Professional demeanor and cultural sensitivity.
- Flexible and adaptable to changing priorities.
- Strong work ethic and integrity.
- High level of discretion and confidentiality.

Working Conditions

- Primarily office-based with occasional travel.
- Extended hours may be required during peak periods.
- Ability to manage stress and maintain focus under tight deadlines.

We are an equal opportunity employer.

Resumes stating qualifications and work experience related to the selection criteria shall be submitted to Human Resources via email to hr@nwi.ca quoting the position noted above.

Posting Date: May 8, 2026

Closing Date: May 18, 2026