

**Job Title:** Office Assistant  
**Position Type:** Full Time, Permanent

**At Portable Electric, we believe in a future without fossil-fueled generators. We believe the future is electric.**

We are a Vancouver-based cleantech equipment manufacturer, connecting teams to clean power all over the globe. PE designs, builds, rents and sells **Voltstack® Power Stations** – industrial grade, robust, clean energy alternatives to traditional gas and diesel generators that provide instant power whenever and wherever it's needed. PE is actively providing clean energy to the film, events, and construction industries in Western Canada, while rapidly integrating into new markets throughout North America and around the world.

#### **The Challenge Ahead:**

We're looking for an **Office Assistant** to join our growing team in Vancouver! You will be highly organized, pay close attention to detail, and will be proactive in creating a pleasant and inviting office environment to visitors and employees.

This is an ideal position for someone who is self-motivated and excited about building their own function - you will be our first Office Manager! There may also be the opportunity to step into an HR Administrator role in the future.

#### **Your impact as an Office Assistant:**

- Greet visitors to the office, and be the first point of contact
- Run the daily activities of the office
- Be an active leader in planning and executing monthly office lunches and quarterly office events
- Manage incoming and outgoing post, couriers and deliveries
- Ensure the office environment is clean, and maintained, and arranging necessary repairs/cleaning
- Maintain adequate levels of office supplies
- Work with the HR team on onboarding new hires, giving orientation
- Scheduling meetings for the Executive team and coordinating Executive Interviews
- Book and coordinate travel for other team members as required
- Be a part of the Health and Safety committee

## **Required Qualifications:**

- 2+ years' experience working in an administrative capacity
- Experience managing an office of 50+ employees
- Strong focus in customer-service
- A consistently positive and helpful attitude as well as a willingness to help others
- Proactive and friendly written and verbal communication
- Excellent time management skills with the ability to prioritize work
- Available to work full-time in our Vancouver office
- Experience working with MS Office Suite and G-Suite

## **Location:**

- This is a role working out of our Vancouver, BC office; however, we will consider candidates from abroad who are willing to relocate to Vancouver at their own expense
- Portable Electric is following strict COVID-19 Safety protocols under the guidance of the BC CDC, the BC Ministry of Health and WorkSafeBC to ensure the safety and well-being of our team and visitors.

## **Why Choose Portable Electric:**

Portable Electric embraces diversity. We are committed to building a team of women, BIPOC, LGBTQ+ and people with disabilities, that represents a variety of backgrounds, perspectives and skills, where team members feel like they belong and our policies and guidelines embrace all cultures and beliefs. The more inclusive we are, the more successful we will be.

## **Start your Journey with Portable Electric:**

**Let's make the world more sustainable together! Apply now by sending us your resume to [careers@portable-electric.com](mailto:careers@portable-electric.com). We want to hear from you!**

*We thank all applicants, but only those selected for further consideration will be contacted. Be sure to check our careers page to stay informed about all job opportunities at Portable Electric!*