



Office Coordinator / Executive Assistant

Plug'n Drive – North York, ON

Reports to CEO (and COO)

Location: Electric Vehicle Discovery Centre – Dufferin and Finch

About the Organization:

Plug'n Drive (PND) is a non-profit organization committed to accelerating the adoption of electric vehicles (EVs) to maximize their environmental and economic benefits. Since 2011, Plug'n Drive has established itself as a leader in the electric vehicle industry, a trusted source of unbiased information about electric cars, charging station infrastructure and the benefits of electrified transportation. In May 2017, PND launched the Electric Vehicle Discovery Centre, the first facility of its kind in the world focused entirely on providing an experiential learning environment for EVs. At this one-stop-shop, visitors learn about the benefits of driving electric, the electricity system that powers them, and have the opportunity to test drive EV models from leading manufacturers in a family-friendly sales-free environment.

About the Position:

We are looking for an enthusiastic and energetic candidate to join the PND team to help drive the environmental agenda. The position offers an excellent opportunity for a generalist/multi-tasker to grow the organization at this new site and stage in its evolution. This position will report to the CEO (and COO) by performing a wide variety of administrative support services. Please visit plugndrive.ca to learn more!

- **Office coordination:** Own and manage daily affairs of the office space. Ensure reception coverage, organize and schedule internal/external meetings including contacting participants, booking meeting rooms and refreshments, coordinating multiple calendars to ensure no scheduling conflicts, ensure pertinent meeting materials are available and set -up. Manage all internal inventory of supplies and maintain meeting rooms. Main contact for building maintenance issues.
- **Finance:** Manage vendor accounts and accounts payable. Manage credit card receipts and reconciliation. Invoicing of accounts receivable. Coordinate financials with COO.
- **Executive Assistant:** Assist in preparation of presentations using Power Point and Excel. Assist with meeting and travel arrangements for CEO as required including booking flights, accommodation, car rental. Preparation of basic correspondence and document management. Experience with editing legal documents/contracts preferred.
- **Maintain kitchen/coffee bar area:** cleaning, loading, unloading dishwasher and making coffee. Restocking items as required.



- **Information Technology (IT):** Main contact person for IT related issues and main contact with service provider (ie. Telephone, computer software and hardware, etc). Ensure contact databases are updated and maintained. Manage vendor licenses and contracts as required.
- **Event attendance:** work with the event management team to attend events as required including: assisting with registration (test-drives), set-up of displays, greeting guests etc.

Qualifications:

- 3+ years working experience with demonstration of responsibilities above
- Strong organizational and time management skills to meet time sensitive and changing priorities
- Self starter with the ability to work in a small office environment without constant direction and guidance
- Open and adaptable team member willing to work on a variety of team based projects
- Knowledge of Google office management tools (gmail, sheets, calendar etc) considered an asset. Proven proficiency in excel, word and power point essential.
- Excellent written and verbal communications skills.
- Background in business administration and/or environmental management considered an asset.
- Keen demonstrable interest in environment/climate change is a must.

Please send your cover letter and resume with expression of interest to info@plugndrive.ca by July 6, 2017