

Job Description Office Manager & Document Control

Location: Saint John, NB
Date: 5th Oct 2018

The Project:

Moltex Energy is a clean energy development company designing a cleaner, cheaper form of nuclear power. The design is at concept stage and is undergoing review by the Canadian nuclear regulators. The sole aim is to produce power at a lower cost than by fossil fuels. You will be joining a small growing team based in Saint John with activity across the UK, Canada and internationally.

The Role:

To support the team in Saint John with their administrative needs and support the CEO as executive assistant.

Typical tasks include:

- managing the agenda and arranging meetings for the CEO
- booking flights and travel arrangements for the CEO and team
- setting up the office with furniture/stationary etc on an initial and ongoing basis
- filing documents and contracts in the office and on the server
- managing multiple trackers such as document registers
- ensuring documentation is appropriately signed off before filing

You will require knowledge of Microsoft Office packages.

The Person:

You will be open to innovation and new ways of doing things. You will have good interpersonal skills, the ability to question and be frank with colleagues but also the ability to accept criticism and willingness to learn. The working environment will be flexible and results driven.

Experience Required:

- Several years experience working in a similar role would be beneficial.
- People with a technical academic background but no industrial experience interested in understanding the nuclear sector and progress into a technical role should also apply.

Duration:

Permanent, full time.

Remuneration:

Competitive.