



Building Connections for Life  
Établir des liens pour la vie

## **Administrative Assistant – General Counsel**

Greater Sudbury Utilities Inc. (GSU) is a diversified, community-owned corporation focused on excellence, innovation, and growth. The GSU group of companies provides leadership in energy distribution, alternative generation, water heater rental products, and leading-edge telecommunications technologies and services.

Reporting directly to the General Counsel, the successful candidate will play an instrumental role in our legal operations, performing confidential administrative duties with precision and efficiency. The ideal candidate will ensure the smooth operation of the General Counsel Office, providing support in research, document management, communication, and event coordination.

### Minimum Qualifications Required:

- A two-year degree/diploma in Legal, Business Administration, Accounting or Executive Assistant
- Assist in drafting or reviewing documents and correspondence, ensuring accuracy and compliance, such as contracts, meeting minutes, resolutions and matters related to labour relations
- Contribute to the preparation and assembly of the required documentation for the Board & respective Committee meetings in addition to acting as the recording secretary
- Manage records retention, including service level and legal agreements, ensuring regulatory compliance through accurate tracking and filings
- Assist in managing corporate minute books and filings
- Strong organizational skills with sound judgement regarding issues of confidentiality
- Superior writing skills with demonstrated proficiency in grammar, spelling, and punctuation
- Advanced proficiency in all Microsoft applications, including MS Teams, and MS SharePoint
- Exceptional data analysis and attention to detail
- Valid Province of Ontario Class G driver's licence
- Requires a minimum four years of relevant experience; corporate law experience is an asset

Interested applicants are invited to submit a detailed resume by  
**Friday, July 26, 2024**, no later than 4:30 p.m. to:

[jobposting@gsuinc.ca](mailto:jobposting@gsuinc.ca)

**Human Resources  
Greater Sudbury Hydro Plus Inc.  
P.O. Box 250  
Sudbury, ON P3E 4P1**

GSU is an equal opportunity employer. We thank all applicants for their interest in our organization, however, only those applicants selected for an interview will be contacted.

If you are selected to participate in the recruitment process for the position to which you have applied and require a disability-related accommodation, please notify the Human Resources Department.