



Maxim Power Corp. ("MAXIM") is one of Canada's largest truly independent power producers. MAXIM is now focused entirely on power projects in Alberta. Its core asset - the 300 MW H.R. Milner Plant ("M2") in Grande Cache, AB is a state-of-the-art combined cycle gas-fired power plant that commissioned in Q4, 2023. MAXIM continues to explore additional development options in Alberta including its currently permitted gas-fired generation project and the permitting of its wind power generation project. MAXIM trades on the TSX under the symbol MXG.

MAXIM presently has a full-time opportunity for an:

### **Administrative Assistant**

CALGARY, ALBERTA

Reporting to the Manager, Corporate Governance, the Administrative Assistant is primarily responsible for providing administrative support to the Finance, Operations and Corporate Development departments.

This position will be primarily responsible for:

- Timely, effective management of visitors, phone calls, voice mail messages, incoming/outgoing mail
- Daily management of office facilities and ordering of office and kitchen supplies
- Maintaining effective records management systems: e.g., general correspondence, capital spending, timesheets, expenses, vacation tracking, etc.
- Coordinating and making travel arrangements, tracking travel costs and airline credits.
- Composing, drafting, editing, preparing, and/or typing letters, reports, applications, minutes from meeting notes and presentations.
- Organizing, or assisting with, MAXIM meetings/functions including booking meeting rooms, scheduling guests, arranging catering/refreshments, organizing/setting up conference calls.
- Maintaining all filing systems, including master files, operations and accounts payable files.

The ideal candidate will have a minimum of two year's experience in an administrative role, an Administrative diploma or 2-4 years of Post Secondary education in a Business discipline and will have strong computer skills in the areas of Microsoft programs (Excel, Word, Powerpoint, Outlook, Sharepoint and Teams).

Please apply in confidence before September 23, 2024, by sending your resume outlining your qualifications as they relate to this position to:

Manager, Corporate Governance  
**Maxim Power Corp.**  
1800, 715 – 5 Avenue S.W.  
Calgary, Alberta T2P 2X6  
Email: [careers@maximpowercorp.com](mailto:careers@maximpowercorp.com)

*We would like to thank all applicants for their interest, however, only those considered for an interview will be contacted.*