

# energycanvas

Why and how we do something is central to our values and the services we offer. We are looking to grow our team with people who want to be part of a growing and dynamic entrepreneurial business focused on the carbon-neutral, renewable energy future.

**Position Title:**

Administrative Assistant (Part-Time to start)

**About Energy Canvas:**

We are a renewable energy company focused on reliable renewable energy and integration systems. We specialize in renewable energy generation, energy storage and microgrid systems for remote and edge of grid consumers with a particular focus on diesel displacement. Our asset development activities and technology focuses on creating value throughout the asset's life from inception to operation.



**Job Description:**

- Filing and organizing documents for tracking business expenses, familiarity with Quickbooks preferred but not essential.
- Support keeping Work Safe BC, Insurance, and other compliance items up to date
- Support team in organizing training, travel, and activities.

**Ideal Candidate for this position:**

- Proficient with Microsoft Office software
- Organized and can manage multiple tasks at a time
- Good communication and interpersonal skills

This role is ideally aimed at someone who is seeking flexible work hours, working at least 20-30hrs a week to start.

Please send your resume and cover letter to [jobs@energycanvas.com](mailto:jobs@energycanvas.com), and our hiring team will get back to you as soon as possible!