

## ABOUT HELIENE

Heliene is a fast-paced entrepreneurial company growing rapidly in a highly desirable industry, with a mission to be part of the solution to climate challenges and contribute to a better planet.

Heliene has taken the challenge to help the world reduce its reliance on fossil fuels, by striving to be a leader in renewable energy. We are a manufacturer of high efficiency and high-quality solar modules. Our modules are produced on state-of-the-art solar manufacturing lines in Ontario-Canada, Minnesota-USA, and at manufacturing partners around the world.

Customer First is more than a slogan. It's the guiding principle of our business, a core value, and the cornerstone of our company culture.

## WHY JOIN HELIENE

We are looking for talented and motivated people that want to help us shape the solar industry. Under an experienced leadership team, we provide growth opportunities, intellectual challenge and a flexible, collaborative company culture.

We offer comprehensive benefits, including competitive salaries; paid time off; employer-paid health, dental, and life insurance; as well as 401k with company match.

## THE POSITION

**Job Title:** Administrative Assistant  
**Position Status:** Permanent, Full Time  
**Department:** Growth and Corporate Services  
**Supervision Received:** Chief Growth and Corporate Services Officer  
**Supervision Exercised:** N/A  
**Location:** Mountain Iron, Minnesota

A.	Administrative	70%
B.	Account Support	15%
C.	Other duties as assigned	15%
<b>TOTAL</b>		<b>100%</b>

Reporting to the Chief Growth and Corporate Services Officer, Administrative Assistant plays a vital role in ensuring the ongoing efficient operations of the Mountain Iron location while supporting other sites as required. They are responsible for ensuring streamless support for the organization's Corporate Services on-the-ground functions in Mountain Iron Minnesota, and the executive team as required, must be highly organized, an effective communicator and collaborator, with a high attention to detail and a high ability to multi-task.

- Front-line customer service, including the first point of contact at the Mountain Iron location for visitors.
- Answering and transferring incoming calls to the appropriate person and resolving any inquiries as able.
- Retrieves information as requested from records, emails, minutes, and other related documents; prepares research and written summary of data when needed.
- Respond to and resolve internal administrative inquiries and questions.
- Prepare agendas, schedule meetings, and prepare meeting/event spaces, including organizing external vendors as needed.
- Coordinates and schedules travel, meetings, and appointments as assigned by the management officer.
- Coordinates meals and transportation for our contractors and visitors as assigned
- Maintain Petty Cash.
- Support Accounts Receivable and Payable by uploading Mountain Iron invoices and maintaining on-site filing systems as required.
- Order and maintain inventory of office supplies.
- On-site administrative support for IT functions.
- Perform other duties as assigned by the Chief Growth and Corporate Services Officer or delegate.

**Minimum Qualifications:**

College Diploma in business administration or a related field with three (3) years of related experience or an equivalent combination of education, training, and experience required.

- Excellent organizational skills and attention to detail
- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite or related software
- Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Strong understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently and collaboratively
- Must have a valid driver's license and reliable transportation

Qualified applicants should submit a cover letter and resume to [careers@heliene.com](mailto:careers@heliene.com).

All applicants must be legally eligible to work in the United States of America.

**USA Equity Statement:** Heliene is strongly committed to fostering diversity and inclusivity within our organization and is an equal-opportunity employer. Heliene invites and encourages applications from all qualified candidates from equity-deserving groups and all qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Currently, Heliene USA is not accepting applicants that require sponsorship.