

## **Job description**

### **Executive Assistant / HR Specialist**

**Reporting to:** Co-CEOs

**Location:** Frankensolar Americas Inc. Brampton Ontario (In-office)

**Type:** Full-time

### **About Frankensolar:**

Frankensolar Americas Inc. ("FSA") is a leader in photovoltaic product distribution, design, engineering, and project management. Presenting bankable products, from world leaders, of the highest reliability has ensured our position as the partner of choice for many leading installers and projects clients, both in Canada and globally. Frankensolar has sold more solar grid tied equipment than any other Canadian Solar Distributor, and has developed Canada's most extensive range of Solar Equipment Manufacturers.

### **The Opportunity**

The Executive Assistant / HR Specialist plays a critical role in supporting executive leadership, ensuring smooth business operations, and strengthening HR functions. This role is responsible for administrative coordination, calendar management, HR process execution, and supporting company culture and compliance.

This position is ideal for an organized, adaptable individual who thrives in a dynamic environment, excels at balancing administrative tasks with HR responsibilities, and contributes to the overall organizational effectiveness.

### **Key Responsibilities & Outcomes**

#### **People (HR & Talent Management)**

- Assist in recruitment efforts including the creation of job postings, candidate screening, and interview coordination.
- Manage employee onboarding and offboarding, ensuring a smooth experience.
- Support employee engagement initiatives, including company events, town halls, and training programs.
- Maintain HR records, employee files, and compliance with HR policies.
- Oversee benefits administration and vacation tracking through HRIS system (HUMI).

- Support performance management process including annual review cycles and KPI tracking for employees.

#### **Execution (Administrative & Executive Support)**

- Manage executive calendars, scheduling internal and external meetings, including with vendors and partners.
- Assist in managing office supplies and ensuring cleanliness to ensure a welcoming environment.
- Serve as the point of contact for in office mail and package deliveries.
- Coordinate catering orders for in office events and meetings.
- Handle travel arrangements, meeting agendas, and preparation of briefing materials.
- Organize and coordinate board meetings, management meetings, including taking detailed meeting minutes and maintaining agenda flow.
- Draft and proofread correspondence, reports, and presentations.
- Assist in implementing HR and corporate governance policies.
- Act as a point of contact for executives, filtering priorities and communications.

#### **Strategy (Process Improvement & Compliance)**

- Improve operational efficiency by streamlining administrative and HR processes.
- Support HR compliance efforts related to labour laws, health and safety, and employment regulations.
- Assist in tracking and optimizing HR-related KPIs, including hiring efficiency, retention, and engagement.

#### **Cash (Cost Management & Budgeting)**

- Work with the finance team to track HR-related expenses and budget for HR initiatives.
- Assist in payroll processing and benefits cost management.
- Support cost-effective vendor management for HR services, training, and office supplies.

#### **Education:**

- Post-secondary diploma or degree in Human Resources, Business Administration or a related field.
- HR certification (CHRP, SHRM, or equivalent) is an asset.

#### **Skills & Qualifications:**

- 3-5 years of experience in executive support, HR coordination, or a similar role.
- Strong general knowledge of HR processes, employment standards, employee relations management and best practices.

- Excellent organizational and proactive problem solving.
- Strong organizational and multitasking abilities.
- Excellent communication skills (written and verbal).
- Experience with HUMIS or similar HRIS tools.
- Exceptional interpersonal and communication skills.
- Ability to handle confidential information with discretion.
- Proficiency in use of AI, Microsoft Office, and HR software.
- Ability to anticipate needs and proactively solve problems.
- Strong people skills to manage relationships across all levels of the company.
- Highly adaptable, capable of handling changing priorities in a scaling business.
- Highly self-motivated with a strong ability to work independently and take initiative.

#### **About You**

- Strong organizational and multitasking abilities.
- Attention to detail and proactive problem-solving.
- Strong HR knowledge and administrative skills.
- Proficiency in use of AI, Microsoft Office, and HR software.

#### **Ideal Candidate Profile**

##### **Experience:**

- 3-5 years of experience in executive support, HR coordination, or a similar role.
- Previous experience in a fast-paced business environment or high-growth company.
- Knowledge of HR best practices, labor laws, and employee relations.

##### **Education & Certifications:**

- Degree or diploma in Human Resources, Business Administration, or a related field.
- HR certification (CHRP, SHRM, or equivalent) is an asset.

##### **Soft Skills:**

- Ability to anticipate needs and proactively solve problems.

- Strong people skills to manage relationships across all levels of the company.
- Highly adaptable, capable of handling changing priorities in a scaling business.

**Working at Frankensolar has its Perks:**

- Competitive base salary and discretionary bonus/incentive pay.
- Paid Time Off including Sick Days and Holidays
- Competitive Benefits Package
- Play a key role in helping champion our brand as an industry leader in this fast-growing business.
- Conveniently located & friendly office environment Brampton, ON.

Frankensolar is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We respect the dignity and independence of people with disabilities and provide accommodation and support to persons with disabilities throughout the recruitment and selection process.