



JOB DESCRIPTION

POSITION:	Executive Assistant
REPORTS TO:	Executive Team
LOCATION:	Calgary, AB
FUNCTION:	Administration

CIELO:

Cielo is a publicly traded company with its shares listed to trade on the TSX Venture Exchange (“TSXV”) under the symbol “CMC”, as well as on the OTC Venture Market (“OTCQB”), under the symbol “CWSFF”. The Company’s strategic intent is to become one of the leading waste to fuel companies using its environmentally friendly, economically sustainable technology. Cielo has a patented process that can convert waste feedstocks, including plastics, rubber, organic material and wood derivative waste to fuel. Cielo’s business model is to source waste feedstocks from industrial producers and other suppliers and convert the feedstocks into fuels.

POSITION SUMMARY:

The Executive Assistant will provide executive administrative support to the Executive Team (CEO, CFO and Corporate Secretary). The Executive Assistant will also provide administrative support to the Board of Directors. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment by balancing multiple priorities. The ideal candidate will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

JOB DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Provide administrative support to the Executive Team and Board of Directors.
- Manage schedules – prioritizing appointments and proactively resolving scheduling conflicts.
- Organize meetings, assist with the preparation of meeting agendas and materials, arrange meeting logistics, minute taking and contacting participants and follow up on items required.
- Assist with compiling and disseminating Board and Committee materials.
- Prepare documentation, correspondence, reports, presentations, and research and maintain records and contact information for key stakeholders.
- Prepare, reconcile, and submit expense reports in accordance with the Company’s policies and procedures.
- Organize special events, as required.
- Coordinate travel, accommodations, vehicle rentals, etc. as required.
- Ensure accurate and timely reporting of Company information, including insider information to regulatory bodies (TSXV, SEDI, OTC etc.)



- Assist the Corporate Secretary in matters pertaining to the Minute Books of the Company, including, but not limited to, drafting of resolutions, filings and upkeep.
- Coordinate data collection for monthly Corporate and Reporting meeting including meeting scheduling, minute taking and Action Log tracking.
- Assist with the dissemination of press releases via Accesswire, MailChimp, social media and internal communication.
- Website maintenance and updates through WordPress.
- Update the Corporate Presentation (PowerPoint) as required.
- Perform office tasks including maintaining meeting rooms and kitchen, mail distribution, ordering supplies, liaising with vendors regarding procurement and maintenance of office equipment and telecommunications, liaising with building management regarding security access, parking, cleaning, maintenance, etc.
- Provide administrative support to Operations, Engineering, HR and Finance teams, as required.
- Be an effective teammate and flexible in adjusting to changing work priorities.
- Participate fully as a member of the team and contribute to a positive work environment.
- Performs other duties as required.

QUALIFICATIONS:

- A post-secondary diploma or degree in business administration or related discipline is considered an asset.
- Minimum of 5 years' experience as an Executive Assistant, at a senior level, in a publicly traded company, required.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and the proven ability to build strong relationships throughout the organization and with external stakeholders.
- High level of business acumen, professionalism, and confidentiality.
- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Highly resourceful team player with the ability to be effective independently.
- Strong customer service orientation and positive work attitude.
- Excellent computer skills with advanced knowledge of Microsoft Office products.
- Previous experience with Adobe Acrobat, DocuSign and SharePoint considered an asset

WORK ENVIRONMENT:

- Hybrid work arrangement remotely and in Cielo's downtown Calgary office.

EXPECTED HOURS OF WORK:

This is a full-time salaried position. Standard hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional overtime may be required to meet deadlines.