



WE ARE ENABLING THE GREAT ENERGY TRANSITION JOIN THE MOVEMENT

Any great advancement takes amazing people to make it happen. We are a small but mighty team and we're looking for talented pros who share our passion for changing the world. Are you creative? Do you thrive on challenge and being at the forefront of game changing technology? Are you looking for a place where you can be authentic and contribute to the clean energy revolution?

Hydrostor is a developer of Advanced Compressed Air Energy Storage (A-CAES) systems... which uses Air, Rock, and Water to store large amounts of clean energy for extended periods of time. The technology is uniquely suited to enable the transition to a cleaner, more reliable electricity grid. Hydrostor's solution delivers low-cost, long duration, bulk energy storage that is 100% emission-free, low impact, and can be located nearly anywhere in the world.

Executive Coordinator (Toronto, Full-Time)

There are some roles that organizations just can't live without. Unsung heroes that keep everything moving forward and keep people focused. We're looking for a passionate problem-solver who can manage competing priorities and help support the Executive team achieve success. Our Head Office in Toronto is growing -this is a brand new role! We are looking for a confident administrative professional who is skillful in communication, is very solution-focused and is highly organized. You will be entrusted with complex duties and sensitive information, and you'll work one-on-one with our Executives, the broader team and external stakeholders.

As an experienced Executive support professional, you know how to take ownership and keep the Executive Team in line. You're comfortable as the point person and gatekeeper, and you have no issue managing schedules, coordinating events, and taking the lead on key presentations and reports. You're comfortable dealing with Directors and external stakeholders. Travel arrangements and expense reports are no sweat.



ARE YOU?

- Knowledgeable and have at least four years of senior administrative experience?
- Experienced in building and creating new procedures, process and policies?
- Able to function well in a high-paced and at times stressful environment?
- Able to 'connect the dots' between what's missing and what's needed?
- Knowledgeable in office administration, clerical procedures, and recordkeeping systems?
- Extremely proficient with Microsoft Office 365 Suite with the ability to learn new or updated software?

Executive Coordinator professionals must be discrete and confidential by nature. You will stand as an example of the Hydrostor values of Authenticity, Boldness, Compassion and Unity and be a champion of our culture.

We welcome cool conversations -so drop us your info. We respect and support diverse cultures, perspectives, skills and experiences, and can't wait to meet you.

Visit our website for the full job description and to learn more about Hydrostor.

www.hydrostor.ca