# THE COMPANY

Litostroj Hydro Inc., a rapidly growing subsidiary fully owned by the Wikov Group, is a key player in the hydropower sector. Our approach is marked by a unique style focused on simplicity and efficiency. Strong relationships with various stakeholders are at the core of our projects, and we work with passion and authenticity to achieve our goals. In daily operations, Litostroj Hydro Inc. collaborates closely with a wide network of partners across Canada, the United States, and Europe.

# ROLE SUMMARY

In this key role, the Office Coordinator will work closely with the General Manager and the Human Resources Business Partner to ensure the smooth day-to-day operation of the office.

At the heart of the company’s operations, they will play a central role in administrative and financial coordination, ensuring everything runs smoothly, efficiently, and with precision. With strong organizational skills, versatility, and professionalism, they will contribute directly to the team's effectiveness and well-being.

# KEY RESPONSIBILITIES

* Ensure smooth daily office operations: manage office supplies, mail, packages, and general workplace coordination.
* Manage relationships with property management and maintenance services to maintain a functional and welcoming work environment.
* Order and track IT equipment and phones for new employees and as needed by the team.
* Support the finance team with accounts payable, document organization, and report preparation.
* Act as super-user of the company’s ERP system, assisting employees with their requests or difficulties related to its use.
* Collaborate with Human Resources on onboarding and integration of new employees, as well as the implementation of HR policies and processes.
* Plan and organize corporate events (team meetings, celebrations, social activities).
* Manage business travel bookings (transportation, accommodations) and provide logistical follow-up.
* Support any initiative aimed at improving the employee experience and strengthening company culture.
* Contribute to corporate strategy development by providing financial recommendations and risk analyses.
* Take part in project and bid reviews to ensure their financial viability and alignment with internal requirements.

QUALIFICATIONS

* 1 to 2 years of experience in an administrative or similar office coordination rôle.
* Experience managing ERP systems (an asset).
* Attention to detail and exceptional problem-solving skills, with the ability to process and analyze financial and administrative information accurately.
* Excellent command of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).
* Comfortable working in a fast-paced and growing environment, with the ability to adapt to new situations and prioritize tasks effectively.
* Bilingual (French/English): Excellent spoken and written English is essential. The role involves regular communication with clients and partners in other Canadian provinces, the United States, and Europe.

WORK CONDITIONS

* Permanent full-time position (40 hours per week).
* Dynamic and collaborative work environment offering stimulating challenges in an international context.