



2026-05-20

ENWIN Utilities Ltd., is currently accepting applications for the vacant position of:

Executive Assistant

(Temporary Contract)

Location: Windsor, ON (Hybrid)

Resumes for the position of “Executive Assistant” ENWIN Utilities Ltd., will be received by the Human Resources Department up to and including Friday, May 29, 2026.

Reporting to the Chief People Officer, Chief Financial Officer and Chief Risk Officer, this successful applicant will be responsible for providing executive level administrative and information management support to both Chief Officers. Provide professional executive support in a highly confidential atmosphere to the Windsor Canada Utilities, Enwin Utilities Ltd., and Enwin Energy Board Ltd., and their Directors, the Windsor Utilities Commission and its Commissioners, the City of Windsor, Shareholders and Senior Executive. The duties include but are not limited to: coordinating meetings; preparing agendas and compiling reports for the Board(s)/Commission, various sub-Committees and internal stakeholders; assisting with privacy office administration; legal invoice management; tactfully screening and appropriately referring inquiries from staff, the public and outside agencies; accurately recording and transcribing meeting minutes; preparing administrative duties associated with the efficient operation of the Chief People Officer, Chief Financial Officer and Chief Risk Officer portfolios.

The successful applicant must have the following skills and competencies:

- Executive Office Administration diploma
- Minimum three years' experience as an Executive Assistant reporting to senior level executives and boards.
- Strong experience in scheduling, preparing meeting reports, Board packages, and recording minutes.
- A thorough understanding for the nature of an executive office and the importance of confidentiality, discretion, professionalism and sound judgement.
- Strong organizational, time management, and multi-tasking skills.
- Ability to work independently and collaboratively as part of a team.
- Knowledge of municipal administration, including the Municipal Act, City of Windsor by-laws and Windsor Utilities Commission procedural by-laws considered a valuable asset.
- Fluent in various office software packages, including Microsoft Office (Word, Excel and PowerPoint), office email and ERP systems. Experience in the use of general office equipment.

Salary Range for Qualified Candidates: \$78,390 – 87,100



Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, May 29th, 2026**. **Please quote File #EWU-26-01-018 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.