



Renewable Energy.  
Sustainable Development.

## JOB POSTING #ADM172

### POSITION: ADMINISTRATIVE ASSISTANT – REGIONAL OPERATIONS, WIND AND SOLAR ENERGY WINDTHORST, TEXAS (USA)

#### COMPANY PROFILE

Innergex Renewable Energy Inc. is a global player with an extensive and growing portfolio of assets in Canada, the United States, France, Chile and Iceland. The Company develops, owns, acquires and operates run-of-river hydroelectric facilities, wind farms, solar farms and geothermal plants exclusively producing renewable energy.

Sustainable development producing positive social, environmental and economic results guides our actions. We are not only proud of the work we do, but also of the way we do it. Our many accomplishments and continued successes are made possible by our outstanding team of employees.

Innergex, a publicly traded company, has offices in Longueuil, Vancouver, Lyon and San Diego.

The chosen candidate will be based at our Shannon wind farm, near Windthorst, Texas.

#### ROLE AND RESPONSIBILITIES

Reporting to the Regional Operations Manager, the Administrative Assistant will provide regional administrative support for the US Wind and Solar Operations team.

##### The main responsibilities are as follow:

- Tracking and updating all project information including receiving documentation, following up on completion of forms and distribution to relevant parties;
- Maintaining, saving and archiving technical and/or administrative documents;
- Supporting project accounting and invoicing;
- Drafting, issuing and tracking purchase orders;
- Monitoring spending and tracking monthly budgets;
- Maintaining, tracking and coordinating operating orders and permits with the appropriate parties;
- Scheduling/booking employee travel and accommodation (to and from sites);
- Drafting and issuing daily and weekly site operations reports;
- Collating monthly report content;
- Processing expense reports;
- Other administrative duties as required.

#### PROFILE

- Detail-oriented with a strong work ethic;
- Strong organizational and administrative skills;
- Excellent team player with strong interpersonal skills;
- Excellent communication skills, both written and verbal;
- Ability to identify process improvements and efficiencies;
- Ability to multitask, prioritize and work under tight timeframes;
- Good judgement and understanding of when to take on a task and when to seek direction.

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**[HR@innergex.com](mailto:HR@innergex.com) • [www.innergex.com](http://www.innergex.com)**

Please note that only candidates selected for an interview will be contacted.  
The masculine is used in this publication without prejudice for the sake of conciseness.

## PROFESSIONAL REQUIREMENTS

- Minimum 2 years of experience in a similar administrative role;
- Advanced knowledge of MS Office (Word, Excel, etc.).
- Experience working with multiple stakeholders.