



Business Support Specialist

Calgary, Alberta

Ayrton Energy's mission is to propel the global shift towards sustainable energy with broad deployment of our cutting-edge hydrogen storage technology, reshaping hydrogen distribution to mirror the safety, simplicity, and efficiency of traditional fuels such as diesel or gasoline.

Are you ready to embark on a dynamic career journey with a rapidly growing company? Ayrton Energy is seeking a dedicated and versatile individual to join our team in a pivotal role that requires a "can-do" attitude and a commitment to excellence. As a key player in our organization, you will have the opportunity to grow alongside us, learning the ins and outs of the business and contributing to its success in various capacities.

You will love this job if:

- You appreciate versatile learning opportunities in a company where there is no set career path. You find your passion; you create your path.
- You are looking to be part of a growth company where your contributions will be tangible in helping to shape the future success of the company.
- You want to be entrusted to work with the most senior levels of leadership, where your ideas and opinions will be heard, appreciated, and respected.
- You want to work in a collaborative and supportive team environment where everyone's role is mission-critical.

These are not just words, this is our company, this is what we stand for and we strive to find individuals who fit our team, our goals, and our future.

Your Responsibilities:

Communications:

- Draft compelling letters, emails, reports, and other correspondence on behalf of our leadership, ensuring clarity and professionalism. Create a 'voice' for all communications to ensure a professional, consistent communication image for Ayrton Energy.
- Take the lead on writing compelling grant proposals and grant reports, showcasing our company's mission and accomplishments.
- Maintain and update pitch deck and marketing materials as needed; implement proper version control systems to always ensure the use of current templates.

Executive Administration:

- Support leadership in meetings by taking meticulous notes and driving the completion of action items to ensure efficiency and accountability.
- Book travel arrangements for leadership when needed, ensuring seamless and cost-effective travel.
- Maintain accurate and confidential files and data records, including the filing of NDAs and tracking renewals. Assist in updating our existing system for improved functionality.
- Tackle various administrative tasks, including supply orders, team communications, and any other duties that contribute to the overall success of the company.

Project Coordination:

- Ensure the timely and effective completion of projects and initiatives led by the leadership team, demonstrating exceptional project management skills.

Operational Optimization:

- Contribute to the creation and maintenance of systems and processes that streamline our operations, maximizing efficiency across the board.

Your Skills and Experience:

- Post-secondary education in Communications, Project Management or Administration
- Previous experience in Operations Management.
- Proven success in a project coordination role.
- Evidenced written and verbal communication abilities.
- Strong project reporting skills with a focus on interdepartmental communication.
- Exceptional organizational and multitasking skills.
- Ability to adapt and learn quickly in a dynamic environment.
- High level of discretion and commitment to confidentiality.
- Nimble business mind with a focus on developing creative solutions.

At Ayrton We Value:

- Honesty – We are solving hard problems and look for diversity in thought.
- Accountability – We value action over words and will empower you to get things done.
- Kindness – We are a team. Win together, lose together, learn together.

Benefits:

- Compensation in the form of salary and equity
- Generous vacation policy, including half days before a statutory holiday (start your long weekends early!)
- Health and dental benefits
- Growth potential in any area of the company – leadership, operations, or business development.

We're looking for a full-time, long-term employee and we'll hire as soon as we meet the right person.

Ayrton is an equal opportunity employer that values equity, diversity, and inclusion within our team. As a women-led venture, our company strives to provide a supportive atmosphere for under-represented individuals in business and STEM fields, including a focus on work-life balance and employee mental health.

How to apply:

Please send a cover letter and resume to jobs@ayrtonenergy.com and use Job Application –Operations Administrator in the subject line.