



## Jr Operations Coordinator

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 adaptable individual to join our team in a role that requires a "get it done" attitude and a commitment to excellence. You will play a pivotal role in driving the development, innovation, and execution of our project deployments and commercial readiness.

### You will love this job if:

- You have a keen eye for meticulous details
- You enjoy developing, maintaining, and upholding corporate processes
- You thrive on creating and managing complex spreadsheets and document control processes
- You have a passion for safety and efficiency

### Your Responsibilities:

- Develop and maintain an inventory management system both internally and with third party vendors
- Coordinate with the technical and accounting teams for purchasing and managing supplies
- Develop a framework to maintain and uphold health and safety processes.
- Organization of certifications, drills and inspections for the laboratory with support from Senior Leadership
- Leave your mark by being instrumental in developing policies and processes that will last for years to come

### Your Skills and Experience:

Experience with team administration, particularly in the areas of HSE and/or sourcing and vendor management, combined with solid communication skills and the ability to collaborate in a team environment.

#### Problem-Solving

- Strong analytical and problem-solving skills
- Ability to anticipate issues and proactively develop solutions

#### Organization

- Strong organizational skills to manage multiple projects simultaneously
- Proven attention to detail and ability to prioritize tasks effectively

#### Continuous Improvement

- Commitment to fostering a culture of continuous improvement in a team environment
- Develop and implement processes and policies as necessary to ensure business efficiency and productivity while maintaining effective cost control and a culture of safety

### 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
- Health and dental benefits
- Growth potential in any area of the company
- Salary will range from \$50,000 - \$60,000 annually

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](mailto:jobs@ayrtonenergy.com) and use Job Application – Jr Operations Coordinator in the subject line.