



**JOB TITLE: Administrative Assistant**

**ABOUT NARL LOGISTICS**

NARL Logistics, an affiliate of North Atlantic located in Come by Chance, Newfoundland and Labrador, operates a storage terminal, a deep-water ocean jetty and truck loading rack. The terminal currently supports an adjacent renewable diesel facility and provides storage and distribution services to North Atlantic (NARL Marketing LP) for local road, marine, air and home heat fuels.

In support of Canada's Net Zero 2050 goal, NARL Logistics is developing the terminal into a green energy export hub capable of exporting hydrogen derivatives in addition to its current products. It is our vision that this export hub will attract and support green energy projects for local and global distribution.

**For more information about the North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

**Position Overview**

The Administrative Assistant will provide support to the CEO and Management team of the Logistics entity. The Administrative Assistant plays a crucial role in optimizing workflow, managing relationships, and enhancing the effectiveness of the leadership team. This position requires exceptional judgment, discretion, and organizational skills. High level of professionalism, confidentiality, attention to detail, and problem-solving skills are required.

The Administrative Assistant will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

This is a full-time permanent position located at the NARL Logistics Terminal Facility in Come by Chance, NL.

**Duties and Responsibilities:**

- Manage and maintain the CEO's calendar and ensure the CEO is fully prepared for all meetings with relevant briefing notes.
- Filter general information, queries, phone calls and emails to the CEO by redirecting or taking forward as appropriate.
- Coordinate travel and accommodations for the CEO and members of management team.
- Write, edit, proofread and prepare documents, reports, and correspondence.
- Schedule and coordinating meetings, appointments, and events.
- Edit, update and organize documents as required.
- Prepare and distribute meeting materials, and take meeting minutes for distribution.
- Provide general day to day administrative support ensuring confidential and sensitive information is handled appropriately.
- Assist in the development of presentations for internal and external audiences.
- Prepare, reconcile, and submit expense reports.
- Ad hoc requests.
- Other duties as required.



**Qualifications:**

- Post secondary diploma in office administration or related field.
- Three to five years' prior experience in a similar role.
- Proficient in Microsoft Office Suite with the ability to learn new programs quickly.
- Work in a manner that exemplifies honesty, integrity, quality and trust.
- Exceptional writing, editing, and proofreading skills.
- Excellent organization and time-management skills.
- Strong organizational skills with the ability to prioritize and act under pressure.
- Strong verbal, written and oral communication skills.
- Solid analytical and problem-solving skills.
- Enthusiastic, self-starter with the ability to work as a team, and take the initiative to contribute to the company's overall success.
- Flexible to adapt to changing priorities.
- Able to multi-task in a fast paced, deadline driven, team focused environment.

NARL Logistics is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package.

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca).

Candidates are encouraged to apply by **September 19, 2025.**