



EXECUTIVE & OPERATIONS COORDINATOR – BURNABY, BC

Unilia (Canada) Fuel Cells Inc. is developing advanced hydrogen fuel cell technology that is helping decarbonize heavy-duty transportation and aviation. Our team works with global customers and partners to commercialize next-generation clean energy systems.

Unilia is looking for a proactive, highly organized Executive & Operations Coordinator to create leverage for the President by organizing priorities, preparing for meetings, tracking commitments, and removing administrative friction. This is a full-time, on-site hybrid role based in Burnaby, BC, combining executive support, office administration, people operations, and light hands-on operational support in a collaborative engineering and manufacturing environment. The role reports to the President.

KEY RESPONSIBILITIES

The role blends executive support, office operations, people coordination, and occasional operational support.

Executive & Leadership Support

- Proactively manage the President's calendar, ensuring priorities are aligned and time is used effectively.
- Prepare meeting packages, agendas, background research, and briefing materials.
- Manage the President's email by triaging messages and ensuring important items are not missed.
- Track action items arising from emails and meetings and ensure timely follow-up.
- Coordinate domestic and international travel, including itineraries, accommodations, and meeting logistics.
- Prepare presentations, reports, and executive correspondence.
- Maintain confidentiality while handling sensitive commercial, financial, legal, and personnel information.
- Coordinate contracts, NDAs, and other corporate documents, including signatures, filing, and distribution.
- Anticipate upcoming priorities, identify potential scheduling conflicts, and proactively recommend solutions.
- Act as the primary administrative liaison between the President and employees, customers, and suppliers.

Office, Administration & People Support

- Support daily office operations and maintain an organized, efficient, and welcoming workplace.
- Coordinate office supplies, amenities, meeting room readiness, mail, catering, and workplace services.
- Assist with expense reports, timesheet validation and approval, filing, and general administrative support.
- Support onboarding, offboarding, human resources information system (HRIS) updates, time-off and benefits administration, employee communications, and recognition activities.
- Coordinate recruitment, including job postings, interview scheduling, and candidate communication.
- Work with vendors and service providers, travel, benefits, and telecommunications.
- Monitor shared inboxes and respond to or route inquiries appropriately.
- Support company announcements, internal communications, digital office displays, PowerPoint presentations, website updates, and social media posts as needed.

Light Hands-On Operations & Prototype Support

Although executive support is the largest component of the role, this position also includes light hands-on support in a technical manufacturing environment. Training will be provided for specific procedures.

- Assist with prototype product and component assembly by following documented procedures.
- Perform light manufacturing tasks such as component preparation, assembly, labeling, packaging, inspection, and shipment preparation.
- Organize inventory, tools, and materials to support an efficient, safe workspace and assist engineering and operations teams as needed.



QUALIFICATIONS

- 2 - 5 years of experience in executive support, office administration, operations support, or a related role.
- Experience managing calendars, inboxes, meetings, travel, action items, confidential documents, or administrative priorities for leaders or teams.
- Strong organization, attention to detail, communication, follow-through, and ability to work effectively across teams.
- Sound judgment, discretion when handling sensitive commercial, financial, legal, or personnel information.
- Comfortable balancing administrative responsibilities with light hands-on operational work in office and workshop environments.
- Proficiency with Microsoft 365/MS Office programs.

Nice-to-Have Qualifications

- Experience in a manufacturing, production, engineering, or technical environment.
- Experience with HRIS tools or staff scheduling/time tracking software.
- Experience supporting recruiting, onboarding, employee communications, or benefits administration.
- Mechanical aptitude, confidence using basic hand tools, or willingness to learn hands-on tasks.

WHAT YOU BRING

- Positive, collaborative, customer-focused, and solutions-oriented approach.
- Ability to follow written procedures and assembly instructions accurately.
- Ability to manage multiple priorities, build effective working relationships, and adapt as priorities change.

WHAT SUCCESS LOOKS LIKE

Success in this role means anticipating the needs of the leadership team before they become urgent. You keep the President focused on the highest-value activities by proactively managing priorities, ensuring commitments are met, preparing for meetings, coordinating execution of business-critical documents, and removing administrative obstacles before they impact the business.

WHY WORK FOR UNILIA?

We offer competitive compensation, a performance-based bonus, RRSP contributions, extended health and dental benefits, maternity and parental leave top-up, paid time off, training and development opportunities, a casual dress code, and complimentary on-site snacks and beverages.

SALARY RANGE

\$60,000 – \$74,000 annually, determined by your depth of experience in executive coordination and cross-functional support.

NOW WHAT?

If you are passionate about clean technology and have the skills and experience to succeed in this role, please apply with a **cover letter and resume** to careers@unilia.com. We look forward to hearing from you.

We thank all applicants for their interest; only those selected for further consideration will be contacted.