

## Executive Assistant

*This executive search is conducted by Egmond Associates on behalf of Groundheat.*

Executive Assistant - work in geothermal industry.

Our need is for a person with administrative skills and interest, to work in the Vaughn/Richmond Hill area for 3 to 6 months, partly in the office and remotely, the hours being flexible and variable.

Position will assist the executive in organization, marketing, and business.

We are seeking a suitable candidate to start in February or March 2023.

[More about Groundheat.](#)

If you are interested please email John Van Egmond at [johnv@egmond.ca](mailto:johnv@egmond.ca)