



The ***Nuclear Waste Management Organization (NWMO)*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

### **Administrative Assistant**

We are currently seeking an experienced Administrative Assistant to join our energetic and fast-paced Stakeholder Relations team. Reporting to our Vice President, Stakeholder Relations at our Toronto headquarters, successful candidate would be responsible for providing administrative support to the Vice President and the Stakeholder Relations team in an effective and well organized manner.

#### **Responsibilities:**

1. To provide administrative support services to the Vice President, Stakeholder Relations and the Stakeholder Relations team.
2. To prepare various types of information such as reports, submissions for approval, performance reviews, budget approval submissions and general administration. Manage confidential information relating to labour relations appropriately.
3. Compose routine correspondence on own initiative to deal with administrative or other matters of a repetitive nature.
4. Liaise on behalf of the team with internal stakeholders for activities such as securing input into draft documents and approvals of final documents, helping expedite work to meet deadlines and ensuring appropriate records management.
5. Plan and manage logistics such as scheduling, travel arrangements, catering, organizing documentation and other materials and shipping supplies to support activities such as open houses, stakeholder meetings, internal meetings or other events.
6. Assist Stakeholder Relations team to manage invoices, expense reports and related activities to ensure they are processed in an accurate and timely manner.
7. Maintain the NWMO's mailing lists within its customer relationship management (CRM) platform.
8. Manage the NWMO's inventory of communications material, such as print material, presentation props and branded promotional giveaways. This requires interacting with external vendors.
9. Liaise with media outlets to purchase advertisement space.
10. Manage posting of reports on the NWMO's external web site.
11. Maintain administrative records such as vacation calendars, correspondence tracking,

etc.

12. Perform other duties as assigned

**Education & Experience:**

- Grade 12 education
- Experience in an administrative role for a dynamic team
- Able to manage multiple priorities and tight deadlines
- Strong working knowledge of Microsoft office applications
- Strong and demonstrated organizational ability
- Effective verbal and written communication skills
- Positive, solution-oriented attitude
- Occasional work outside normal working hours may be required

You must be eligible to work in Canada and must be able to meet security clearance requirements.

We offer a competitive base salary and comprehensive health care benefits package.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application via e-mail quoting **Administrative Assistant** to:  
[Employment@nwmo.ca](mailto:Employment@nwmo.ca)