



NUCLEAR WASTE MANAGEMENT ORGANIZATION
SOCIÉTÉ DE GESTION DES DÉCHETS NUCLÉAIRES

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 (1 Year Contract)

We are currently seeking an experienced Administrative Assistant reporting to our Vice President, Site Selection at our Toronto headquarters. The successful candidate would be responsible for providing administrative support to the Vice President and the Site Selection team in an effective and well organized manner.

Responsibilities:

1. Provide administrative support services to the Vice President, Site Selection and the team.
2. Prepare various types of correspondence such as reports, submissions for approval, performance reviews, responses to criticisms and complaints, 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 Site Selection team to manage invoices, expense reports and related activities to ensure they are processes in an accurate and timely manner.
7. Maintain administrative records such as vacation calendars, correspondence tracking, etc.
8. Perform other duties as assigned

Education & Experience:

- Grade 12 education
- 5 years of 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
- Strong initiative and self-starter that anticipates work needs and flow
- ERP software knowledge would be highly desirable
- 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.

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 by March 22, 2019 quoting **Administrative Assistant** to: Employment@nwmo.ca