



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. We are now offering a challenging position at our Toronto headquarters.

Office Services Supervisor

We are in search for a hands-on, Office Services Supervisor to join our team. In this role you will be responsible for overseeing a small team responsible for reception and records management. Also, you will act as the system champion for applications such as electronic document management and will be the custodian of the Central Classification Index (CSI).

The role will appeal to you if you have practical experience in carrying out detailed studies on systems, processes and procedures and providing a full range of administrative services associated with document management, word processing, administration, printing, courier, and records. You will apply your experience in maintaining a smooth functioning office facility, ensuring health and safety hazards and building maintenance issues are rectified quickly and efficiently. You will be responsible for recommending new or replacement equipment, facilities and systems for non-standard applications. You will have experience in records and management system administration, word processing and administrative services.

The successful candidate must be willing to take initiative, communicate clearly and to plan and organize well. Other personal skills include the ability to work effectively in a team environment.

Qualifications:

- Requires a 3 year community college education in business administration or equivalent.
- Knowledge of business information systems and administration principles.
- Good oral and written communication skills to be able to work with vendors and to assist internal personnel to provide advice and guidance on clarification of programs, policies, procedures and regulatory requirements associated with administrative and document management processes.
- Over 8 years of experience in records management system administration, word processing,

administrative & printing services.

- A solid understanding of records applications, both manual and computerized.
- Experience in the development and implementation of local work programs and processes.
- Requires experience to supervise subordinate staff.
- Excellent attention to detail.

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

We offer competitive base salary and comprehensive pension and 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 that 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 **Office Services Supervisor** to:
Employment@nwmo.ca