

Job Title: Administrative Assistant (part-time position)**Job Number: CSJ20-00****Company Information:**

Organization of Canadian Nuclear Industries (OCNI) is an association of more than 200 leading Canadian suppliers to the nuclear industry in Canada and the international marketplace. OCNI member companies employ more than 15,000 highly skilled and specialized people in Canada who manufacture major equipment and components and provide engineering services and support for CANDU and SMR technology for nuclear power plants in Canada and around the world. OCNI companies also work on medical and other safe applications of nuclear technology. OCNI is the leading voice of the Canadian nuclear supply chain and actively promotes the production of safe, clean and reliable nuclear base load electricity as a key part of a balanced electricity generation portfolio in Ontario, Canada's largest province. OCNI also encourages and supports member companies in taking their unique capabilities and high standards of quality and customer value to offshore nuclear markets through partnerships with local suppliers, power plant designers, nuclear utilities and government agencies.

Job Description:

- Total Duration: 280 hours
- Location: Primarily work from home, will need to come to Pickering for onboarding
- Salary: \$16.00/hour
- Hours/Week: 23 hours per week, 4-5 hours per day between 8:30 am and 4:30 pm
- Start Date: November 23, 2020
 - Please note interviews will be conducted November 18-20, 2020.
- End Date: February 26, 2021

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to OCNI staff assisting in basic office needs and managing our company's general administrative activities.

As a primarily work from home/remote position the Administrative Assistant will be provided with the tools and resources needed to complete the tasks required of the position.

Responsibilities of the position include, but are not limited to:

- Compile, verify accuracy and insert member and account data into contact lists
- Review data for deficiencies or errors, correct information if possible
- Research and obtain further information for incomplete records
- Respond to queries for information and access relevant files
- Assist members with queries regarding upcoming events, programs and services – redirect queries to OCNI staff where applicable
- Write and distribute email, correspondence memos, letters etc for President/CEO under the guidance of the President's EA

- Under supervision manage the clean up of the OCNI file server and the document transfer from G Suite
- Work with Digital Marketing Officer to compile good news stories and social media follow up
- Other duties as assigned.

Requirements

- Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree, additional qualification as an Administrative assistant or Secretary will be a plus
- Must be organized and a self-starter
- Able to maintain confidential information
- Strong communication skills and pleasant personality

Eligibility Requirements

- Be between 15 and 30 years of age (inclusive)
- Is a Canadian citizen, permanent resident or person to whose refugee protection has been conferred under the immigration and refugee act
- Is legally entitled to work in the province of Ontario in accordance with relevant provincial/territorial legislation and regulations

OCNI welcomes applicants identifying as visible minorities, aboriginal, as well as those identifying as having a disability.

Apply to:

Please send resume and cover letter no later than Tuesday, November 17, 2020 at 4:00 p.m. to: Sarina.Harrison@ocni.ca or via fax 905-839-7085 – please indicate the job title and number in the subject line or cover letter.