



Nucleus provides personal support and essential homemaking assistance to frail seniors and persons with physical disabilities living within designated areas in Mississauga, Oakville and two sites in Toronto. Scheduled and on-call services are available 24/7/365 to enable individuals to remain living independently in their own homes.

Administrative Assistant Full-Time Position

POSITION SUMMARY

Reporting to the Director, Quality and Programs, the objective of this role is to coordinate and execute administrative functions and projects on behalf of the programs and to provide administrative, secretarial and clerical support to the Director, Quality and Programs.

POSITION RESPONSIBILITIES INCLUDE:

- Receive and direct incoming calls and visitors with a high level of customer service and professionalism
- Orchestrate and support meetings, workshops/trainings and events including; scheduling, agendas/minutes, correspondence, venue/refreshments etc.
- Compose and/or prepare documentation materials (i.e. letters, memos, presentations, quotes, charts etc.) as required in a timely manner while maintaining attention to detail
- Prepare materials for signature ensuring accuracy in format, content, grammar, calculations and making edits as necessary
- Track, monitor and prompt actions towards deliverables to optimize workflow
- Use sound judgment and problem-solving to assess urgency and risk and escalate issues to the most responsible person
- Design, implement and maintain hardcopy and electronic systems to maximize efficiency
- Assist with implementation and/or maintenance of various projects including websites, supply/stock levels, accreditation standards, office environments etc. as required

SKILLS AND QUALIFICATIONS

- Post secondary education in Office Administration or a related field.
- Minimum three to five (3-5) years direct administrative experience supporting multiple people at one time
- Able to interact with all levels in a professional manner, a positive team player
- Highly organized, possess a solid ability to plan, organize and effectively manage large volumes of work with a high degree of accuracy and extreme attention to detail
- Advanced computer skill with Microsoft Office products required; Word, Excel and Power Point. Knowledge of office equipment and IT systems an asset.
- Advanced technical skills with regard to using office equipment (fax, scan, copy)
- Demonstrates emotional intelligence and sensitivity when interacting with members of our large culturally diverse consumer and employee populations.
- Resourceful, self starter, able to work with minimal direction, and able to manage their own time and projects
- Superior communication skills, including verbal and written work, able to build positive, trusting relationships
- Ability to multi-task, manage and meet timelines, and work well under pressure. Able to manage stress, adapt and move easily with change
- Must possess high level of confidentiality and discretion
- Passionate about delivering excellent customer service, and presenting a professional image

Please forward your cover letter and resume, in PDF Format, quoting Job Posting # 045 outlining your qualifications to: careers@nucleusonline.ca or by Fax: 905-829-0555

Nucleus welcomes and encourages applications from those with disabilities and will make every effort to accommodate any needs of candidates under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Please inform us if you require any accommodation through the hiring process.

Nucleus is an Equal Opportunity Employer