



We are looking for an experience and talented
Executive Assistant (Permanent, Full-Time)
to join our team!

Nucleus Independent Living provides person-centered services to support frail seniors and adults with physical disabilities living at home in the community. Known for our innovation and service philosophy, our employees bring our values to life through a passion for quality service delivery. We are committed to creating an environment where you feel valued for the work you do, you are able to hone your skills and you have an opportunity to make a difference.

Reporting to the Chief Executive Officer (CEO), this role is responsible for supporting the CEO to advance initiatives and focus on higher-level leadership activities. The main areas of responsibility include managing the office of the CEO, supporting the functions of the Board of Directors and providing for the smooth function of the Nucleus Corporate office. This position is also accountable for special projects, event planning, organization and other duties as required.

Key responsibilities include, but are not limited to:

- Provide administrative support to the CEO, including preparing draft correspondence and other communication; managing calendar and scheduling
- Review all documents, reports and correspondence prepared for signature, for format, content, grammar and spelling; organize and make edits as necessary
- Serve as liaison to the Senior Management Team and internal stakeholders to ensure effective coordination and the opportunity to address issues in a timely manner
- Prepare materials and presentations for meetings (internal and external), including recording minutes and tracking action items; prepare materials and presentations for conferences, events, etc.
- Assist with preparation of reports and other documents for both internal and external stakeholders, including Annual Report, Consumer Experience Survey, Consumer Newsletter and other stakeholder information as required
- Respond to, prioritize and action as appropriate urgent issues, phone and correspondence including email and mail; use appropriate professional judgement to keep CEO abreast of any changes, issues or concerns that may impact daily activities; escalate as required
- Serve as CEO's administrative liaison to the Board of Directors
- Prepare and distribute CEO approved Board and Board Committee meetings notices, agendas, reports, materials and presentations including the Annual General Meetings and retreats
- Ensure the Nucleus website is maintained current by reviewing regularly and updating as required
- Prepare corporate payroll for approval
- Coordinate organizational events including but not limited to fundraising events, service awards, employee engagement, etc.

Required skills and knowledge include:

- Bachelor's degree or equivalent post-secondary education
- At least five (5) years direct administrative work experience
- Exceptional attention to detail
- Superb interpersonal skills
- Strong written and spoken communication skills (English); demonstrated ability to compose correspondence (letters, memos, etc.) and prepare professional documentation (reports, presentations, spreadsheets, newsletter, etc.) with a high degree of accuracy and attention to detail
- Fluency in French (written and verbal) is an asset
- Proficient with technology (required: Microsoft Word, Excel, PowerPoint, Outlook, Publisher), office equipment and strong aptitude to learn how to use IT tools



- Possess sound judgment and the ability to effectively problem solve or assess the situation to determine the urgency and risk, and escalate accordingly
- Resourceful, self-starter, able to work with minimal direction, and able to manage their own time and projects
- Highly organized, possess a solid ability to plan, organize and effectively manage large volumes of work with a high degree of accuracy
- 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 tact, diplomacy, 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 #037 outlining your qualifications to: careers@nucleusonline.ca or by Fax: 905-829-0555 (Attn: Human Resources)

Posting Date: December 18, 2017

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