



Job Description

Title:	Receptionist/Administrative Assistant
Supervisors:	Reports directly to the Corporate Secretary, Director of Member Services
Hours:	Permanent full-time (35 hours/week)
Start date:	Immediate

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada and to promote the development and growth of nuclear technologies for peaceful purposes. The CNA has approximately 100 members, representing over 60,000 Canadians employed directly or indirectly in exploring and mining uranium, designing reactors, generating electricity, and advancing nuclear medicine.

Responsibilities – Reception and administrative duties

- Full-time reception duties which includes providing a pleasant and professional demeanor to incoming guests, greeting visitors, clients and employees.
- Maintaining reception, conference room and kitchen areas—assuring they are always presentable and clean.
- Maintain and keep schedule of conference room and coordinate catering requirements.
- Maintain and monitor office and kitchen supply inventory levels and place orders as required to ensure smooth operation of the office.
- Responsible for maintenance and cleanliness of office stationary supply room including stocking and organization of supplies.
- Ensure board rooms are set up for client meetings and supplies put away when meeting is concluded.
- Provide administrative support to the President & CEO and Directors, which include, but not limited to, booking travel, accommodations and meetings.
- Maintain several contact/member databases held by the CNA
- Perform basic bookkeeping functions and monitor payment collection while ensuring timely and regular financial status
- Review and process all expense reports, invoices, and other relevant monetary documents
- Review and prepare all documents, reports and other correspondence materials as required.
- Courteously receive and screen all in-bound calls, emails, and visitors.
- Review, evaluate and distribute all incoming and outgoing mail.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation, including thoroughly proofreading and content checking all documentation.
- Research and assist with Requests for Proposals (RFP).

Responsibilities – Events support duties

- Coordinate departmental office activities as needed.
- Coordinate logistical elements of CNA Conference and Trade Show and other events, including vendor management, catering, transportation, travel, shipping and staffing requirements.

- Take and transcribe meeting minutes during event planning as well as tracking project deliverables throughout the planning process.
- Communicate and coordinate with third party vendors as needed.
- Manage and maintain the registration system for our Annual Conference and Trade Show, Fall Seminar and other events.
- Maintain Conference event mobile app content and market to obtain high user volume.
- Provide event support to participants on content, registration and program, referring inquiries where appropriate both pre-event and onsite.
- Prepare cost estimates and manage/track event budgets as needed.
- Manage event activities to ensure compliance with contract details, high customer satisfaction and pro-actively seeks best practices through post-event follow-up.
- Based on past events, develop recommendations to the events team that will enhance future events as well as revenue sources.

Required Skills

Professional

- University or College Diploma in Business Administration or equivalent required.
- 2 - 5 years' experience as an Administrative Assistant, or relevant role

Technical

- Advanced computer skills required including a Windows environment, Microsoft Office with a strong understanding of Excel and PowerPoint
- Ability to learn new software

Language

- Bilingual (English and French)
- Excellent communication skills in both official languages (written and oral)
- Ability to communicate effectively and professionally with staff, CNA members and members of the public.

Personal

- Exceptional time management and interpersonal skills
- Highly developed initiative and problem solving
- Excellent planning and organizations skills with an expert ability for detailed work and follow through
- Accountable and dependable
- Pro-active thinker
- Ability to work independently and collaboratively and be able to multitask multiple types of responsibilities, at times under pressure due to deadlines
- Exceptional people skills with a high level of courtesy, tact and discretion
- Resilience and adaptability to changing circumstances and an evolving environment

As part of the CNA staff, there may be opportunities to have a role for activities that are not noted in the above but contribute to overall mission of the association.

The Receptionist/Administrative Assistant will understand and perform his/her duties according to the mission and values of the CNA and work in a manner that will enhance the activities of the whole CNA team.