

Executive Assistant (Contract)
NanoMedicines Innovation Network (NMIN)
GTA, West, ON

[NanoMedicines Innovation Network](#) (NMIN) is a not-for-profit, independently incorporated, research network, and one of the federal Networks of Centres of Excellence (NCE). NMIN funds multidisciplinary research conducted by national project teams. These activities involve researchers and students at multiple locations, as well as industry and public sector partners.

Reporting to the NMIN Executive Director and working closely with the Scientific Director, the Executive Assistant will be responsible for and support the activities of a multi-million-dollar national research enterprise with multiple stakeholders.

This position provides executive assistance to the Scientific Director and Executive Director and is responsible for Network administration, document production and information management in support of Network operations, including provision of support for meetings (taking minutes, writing reports, letters and correspondence) and record-keeping for the Board of Directors, Board Committees, a Research Management Committee and advisory committees; documentation management, contact list management, meeting and event coordination, maintenance of network policies and procedures, travel arrangements and maintaining overall meeting, meeting attendance and activity tracking documents.

Candidates for this position must have a minimum of 5 years' experience and a record of demonstrated excellence in executive support, administrative planning, project administrative support, senior executive meeting support, and handling confidential information. Excellent initiative, energy, flexibility, independent judgment and strong communication skills, both written and oral are essential requirements for this position. Experience preparing official meeting minutes and records of decision for Boards and/or senior decision-making bodies is essential. An undergraduate degree is a required qualification. Demonstrated superior judgment, integrity, problem-solving and project management skills are also essential. Relevant experience in the not-for-profit government and private sector, ability to work to tight deadlines and managing complex projects and multiple priorities is an asset. Interpersonal communication skills must be strong. Demonstrable collaboration skills and the ability to work effectively in a team environment are essential. A valid driver's license and the ability to travel regionally and nationally are essential.

Advanced PC skills, (Windows / Microsoft Office, including Word, Excel, Access and Power Point) must be demonstrated.

Please submit your CV by 10 January 2022 to info@nanomedicines.ca

Job Type: Full-time, currently work from home – must be able to work a minimum of one day per week at the University of Toronto, and one day per week in Burlington, ON.

Salary: dependent upon experience