

Project/Office Administrator (12-15 month contract)

At **Roth IAMS**, we understand the shift employers are making as a result of the unprecedented challenges of a global pandemic. Workplaces are changing, and we are no exception, but the quality of the services we provide to our clients and the regard we have for all our staff will always be our top priority.

Roth IAMS has quickly become an industry leader in providing world-class solutions in Asset Management/Capital Planning including Building Assessment, Accessibility Assessment, Energy Management, and Capital Asset Database Management. We provide expertise to a wide variety of sectors, including educational, municipal, healthcare, institutional, industrial, recreational and hospitality.

Our rapidly growing Engineering and Management Consulting Firm is seeking a proactive and organized **Project/Office Administrator** to fill a temporary full time 12-15 month maternity leave vacancy. We are strongly interested in candidates who believe in the core values we, as a company, practise every day.

- **Collaborative** – only by understanding each other and our uniqueness can we tailor the best solutions for our clients;
- **Passionate** – our love for what we do and why we do it drives us towards excellence;
- **Consistently Curious** – we are always seeking knowledge and challenging the status quo.

Our office is located in Oakville. However, the role will require collaboration with our team of approximately 50 professionals located across the Greater Toronto Area, Ottawa, Saskatoon, Calgary, Edmonton and Vancouver. The successful candidate will have a positive attitude, a desire to work as efficiently as possible and excellent client-facing communication skills.

Working with Us:

- We promote a collaborative and integrated approach across all our projects that result in successful and meaningful outcomes for our clients;
- We are committed to the efficient and effective delivery of our services through a focus on the development of our people, tools, and templates;
- Our employees are challenged with diverse and unique project work and are empowered to develop client relationships through delivery of high-quality service and demonstrated trust and respect;
- Our company culture provides many opportunities to engage in team building social activities;
- The growth of the business will provide challenging opportunities and increased responsibility for driven and proficient individuals!

What we offer:

- Ability to split current work week into a hybrid in office/work from home model (through 2020 with potential to re-assess on an as needs basis);
- Competitive compensation package;
- Comprehensive Health Benefit Plan;
- RRSP Investment Program;
- Generous vacation entitlement;
- Summer hours and Christmas shutdown.

What you offer:

The successful candidate must have superior organizational skills with the ability to multi-task. Additionally, proficiency and expertise in Word, Excel, Power Point, Outlook Inbox & Calendar Management and Adobe is required. Exceptional English communication (written & oral) skills is a must. French is considered an asset.

A minimum of 3 years of experience as a Project Administrator and/or Administrative Professional, preferably within the Professional Services sector.

- Post-Secondary Education – college diploma or relevant certification;
- Project Management & Professional Services experience preferred;
- Expert-level abilities in Office 365 software including Word, Excel and Power Point. Formal training or course work is preferred;
- Technologically savvy and easily adapts to learning new software & tools;
- Pleasant, friendly disposition;
- Excellent verbal & written communication skills;
- Experienced in providing administrative support to a group of people;
- Experience in customer/client relationship management;
- Strong team player with excellent interpersonal skills;
- Demonstrate superior prioritization and time management skills, with keen attention to detail and active listening skills;
- Ability to work independently within a team environment;
- Knowledge and experience utilizing Social Media platforms such as Linked In, Twitter, Facebook, Instagram, etc.;
- Ability to adapt to changing requirements;
- Critical thinker and problem-solver;
- An enthusiastic, 'can-do' approach, flexibility, adaptability and willingness to take on extra work;
- Self-motivated with an aptitude to learn on the job;
- Strong multi-tasking skills a necessity;
- Continuous learner/improvement mindset with a desire to build/grow career.

What you will be working on:

- Developing and maintaining project and proposal templates;
- Maintaining and developing corporate tracking tools;
- Maintaining and updating standard operating procedures based on direction from Technical Leaders;
- Formatting proposal and report documents;
- Providing project support to staff;
- Preparing materials for presentations;
- Handling basic bookkeeping tasks;
- Administrative support to various committees, project teams and internal staff as required;
- Maintain the Administration department's databases and filings;
- Minuting internal and external meetings and calls;
- Data entry into cloud-based databases;
- Scheduling travel arrangements for staff, as needed;
- Event planning for internal and client events and webinars;
- Light Reception Duties during regular office hours Monday – Friday 8:30 a.m. -5:00 p.m. (1-hour lunch break) – serve visitors by greeting, welcoming, and directing them appropriately, maintain telecommunications system, read and route incoming mail and process outgoing mail;
- May set up, maintain and/or provide support for workspace/meeting rooms including catering and audio/visual equipment;
- May stock and maintain appearance of general use areas (e.g., copy area, kitchen, etc.).

Please note that this position consists of approximately 75% project-related tasks with approximately 25% office administration.

Please also note that this description is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Is this you?

If so, we would love to hear from you!

**Please submit your application & resume
attention to Human Resources at
careers@rothiams.com**