

## Junior Office Administrator, Permanent, Full-Time

SRM Architects is a growing Architectural firm with 50 staff located in Downtown Kitchener, ON. We are looking for an organized and reliable individual to join our team as a Junior Office Administrator. Day to day responsibilities will include providing support to the team and keeping the office running smoothly. At SRM, we value positive self-starters with the ability to work independently, as well as part of a team.

### Responsibilities

Your responsibilities will include:

- General reception duties: answering phone calls, managing general inbox, greeting clients & couriers, etc.
- Assist with day-to-day IT issues and support tasks (help to evaluate and implement new software, assist with general troubleshooting)
- Assist with marketing duties (create promotional materials, maintain social media presence, assist with website updates, etc.)
- Maintain and organize files (hard copy and electronic), archives, and product sample library
- Create, update, and maintain document templates (in coordination with Technical and Design Staff)
- Assist with project administration duties as needed
- Research opportunities and plan for lunch and learns, staff social events, meetings, etc.
- Assist with internal office communications and staff team-building communications
- Provide general support / assistance to Management
- Order and coordinate office supplies, help ensure general office tidiness and upkeep

### Qualifications

Our Ideal candidate will possess the following qualities:

- Post-Secondary Education, or equivalent experience in Communications, Marketing, Business Administration, or another relevant field.
- Preference will be given to those with a background in the Architectural/Engineering/Construction Industry
- Proficient in Microsoft Office; Word, Excel, PowerPoint (experience with SharePoint or OneDrive is an asset)
- Experience with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) is an asset
- Ability and aptitude for learning new software / hardware
- Ability to exercise tact and discretion when dealing with confidential company and client information
- Comfortable interacting with clients, contractors, and consultants
- Effective time management skills, attention to detail, organizational skills, and ability to prioritize work
- Enthusiastic, positive attitude, self-starter
- Excellent oral and written communication skills
- Dedicated to meeting deadlines
- Able to provide and receive feedback positively

### Apply

This posting closes on April 15<sup>th</sup>, 2021. Please send your resume and cover letter to [info@srmarchitects.ca](mailto:info@srmarchitects.ca) (Subject: Office Administrator). We thank all those who take the time to apply for this position. Only those candidates selected for an interview will be contacted.