

Position Title: Administrative Assistant (12 Month Fixed Term Contract)

Location: Toronto Office (3 Church St., Toronto, ON M5E 1M2)

Department: Operations

Close Date: September 22, 2021 @ 11:59pm

Bousfields Inc. is a pre-eminent planning firm in Ontario with special expertise in urban design, planning policy, community design, development approvals, community engagement and project management. With offices located in downtown Toronto and Hamilton, we have an immediate opening for an Administrative Assistant in our Toronto office to support our growing team.

This position requires intermediate-level administrative skills and knowledge as well as the ability to adapt to a creative and fast-paced environment. Strong written and verbal communication skills are required. The successful candidate will liaise with a range of internal staff and external clients and vendors. ***In order to support public health efforts, the Bousfields team is working primarily remote for the time being.***

Position Responsibilities

- Provide Administrative Support to Partners and other staff, including:
 - Booking meetings and scheduling conference calls.
 - Assist in preparing proposals and budget letters.
 - Experience with service contracts, i.e company auto leasing, various insurance and other transportation services.
 - Assist in preparation of materials for hearings such as witness statements, duty forms, submissions.
 - Assist in internal and external event management support including online registration for events and seminars.
 - Assistance with company donations and sponsorships program management.
 - Provide assistance to various committees.
- Provide Administrative Support for other Operations staff
- Maintain and update Lobbyist Registry for applicable municipalities
- Receiving and sending mail, couriers, and related services
- Other duties as required.

Qualifications

- Minimum of two to four years of experience in an administrative support position ideally in a consulting or professional services firm.
- Diploma or certificate in administrative studies or a related program or equivalent experience.
- Proficiency in MS Office365 applications, Outlook, Microsoft Teams, Zoom, Webex required.
- Excellent time management skills and ability to multi-task.

If you are interested in this position, please submit your cover letter and resume to careers@bousfields.ca. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.