

Position Title: Operations Coordinator/Administrative Assistant (Full-Time, Permanent)
Location: Toronto Office (3 Church St., Toronto, ON M5E 1M2)
Department: Operations
Close Date: September 30, 2022 @ 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 **Operations Coordinator/Administrative Assistant** in our Toronto office to support our growing team.

This position requires strong administrative skills and knowledge as well as the ability to adapt to a creative and fast-paced environment. Well-developed written and verbal communication skills are required. The successful candidate will liaise with a range of internal staff and external clients and vendors. ***This position is a hybrid work role and will require a few days per week in-office at our downtown Toronto office.*** Ultimately, we are looking for a team player who is committed to growing with our business and as a creative thinker, can assist in supporting the growth of our firm. The below list is not considered a complete set of duties; rather it is a starting point from which to grow in this role as the firm evolves, the duties will along with it.

Position Responsibilities

- Provide Administrative Support to Partners and other staff, including:
- Booking meetings and scheduling conference calls,
- Experience with service contracts, i.e company auto leasing, various insurance and other transportation services.
- Assist in preparation of materials for tribunal hearings such as affidavits, 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 internal committees.
- Maintain and update Lobbyist Registry for applicable municipalities
- Other duties as required.

Qualifications

- Minimum of four years of experience in an administrative support or executive assistant position ideally in a consulting or professional services firm.
- Diploma or certificate in administrative studies or a related program or equivalent experience.
- Experience with Outlook calendar management for multiple inboxes.
- Proficiency in MS Office365 applications, Adobe Acrobat, Microsoft Teams, Zoom, Webex required.
- Possess well-developed organizational and time management skills in order to manage multiple priorities with ease in order to meet tight deadlines.
- A confident self-starter, who can work well both independently and in a team environment.
- Operate with a high degree of accuracy and strong attention to detail.
- Show good judgment and respond well to constructive feedback.
- Hybrid Working; Monday-Friday, 9am-5pm with requirement to come into the downtown office a few days per week.

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.