

## ADMINISTRATIVE ASSISTANT

---

### About Us:

Robertson Martin Architects Incorporated merged with Schoeler and Heaton Architects Inc., in 2022 to form *RMA+SH architects*. Located in central Ottawa, we are a dynamic, award-winning architectural firm recognized for our commitment to blending contemporary design with historic preservation and environmental consciousness. Our mission is to shape tomorrow's history today through innovative and sustainable architectural solutions. Our projects exemplify design excellence and reflect our dedication to serving the needs of our clients, communities, and employees.

### Position Overview:

We are seeking a full-time (37.5 hours/week), dynamic, in-person *Administrative Assistant* to support our operations team and ensure the seamless functioning of our office. This key role focuses on optimizing office procedures, assisting with invoicing, and managing finance and project-related tasks to sustain daily operations. With responsibilities spanning front desk reception and general office support, the Administrative Assistant enables our management, committees, and staff to concentrate on strategic priorities and the core functions driving our firm's success. Reporting to the *Director of Operations*, the ideal candidate will bring a *caring, curious, creative, and collaborative* mindset, excelling in a diverse and interdisciplinary environment.

### Opportunity for Career Advancement:

Our team has experienced steady, organic growth over the years. We're seeking someone eager to apply their technical skills and grow professionally while embracing opportunities for career advancement and growth.

### Key Responsibilities:

- Assist with processing employee disbursements.
- Order and manage the inventory of office supplies and grocery items through online vendors.
- Keep the office environment organized and clutter-free.
- Assist with the weekly processing of sub-consultant vendor bills.
- Assist with the monthly coordination of invoicing with project leads, process these invoices, and coordinate billing with sub-consultants.
- Assist with maintaining accounts receivable and accounts payable.
- Assist in organizing travel arrangements for staff project travel.
- Answering phones, greeting guests, and hospitality.
- Assist in updating and maintaining internal office systems (Core) data. I.e.: Client information, and project data.
- Maintain filing of physical project files and assist in long-term archiving.
- Receive and distribute incoming and outgoing mail and packages.
- Ensure equipment is in working order and organized.
- Assist managers and supervisors in developing policies and procedures.
- Perform other duties as assigned.

#### Qualifications:

- 3+ years of administrative experience, or equivalent.
- Proficiency in MS Office, MS Project, and other relevant software.
- Proficiency using Adobe Creative Suite is an asset.
- Excellent communication, organizational, and financial management skills.
- Ability to work effectively in a collaborative team environment.
- Related education is an asset.
- Bilingualism in English and French is an asset.
- Eligible for *Canadian Industrial Security Directorate (CISD)* security clearance at *Reliability* status.

#### What We Offer:

- Comprehensive benefits package, including health, dental, and vision insurance, as well as disability benefits.
- Competitive base salary of \$40,000 to \$48,000 commensurate with experience, plus a variable *alternative compensation*, and paid vacation (3 weeks).
- Group RSP Savings Program with personalized contributions matched up to 3% of your salary.
- Opportunities for professional development and career growth.
- Supportive work environment fostering a healthy work-life balance.
- Opportunity to join our internal committees and support a charity organization of your choice.

#### Our Location:

Our team works on-site at 216 Pretoria Avenue, Ottawa—a prime downtown location close to the canal, with a walking score of 97% and a biking score of 98%.

#### How to Apply:

Please submit your resume, portfolio, and a cover letter outlining your experience and why you are the ideal candidate for this role to Tina Brine, Business and Operations, by email: [tina.brine@rma-sh.com](mailto:tina.brine@rma-sh.com).

RMA+SH architects is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information, visit our website: [rma-sh.com](http://rma-sh.com).

We thank you for expressing interest in joining our team, however, only those who qualify for the position will be contacted.