



Employment Opportunity

Office Administrator (Kingston Office) (Full-time Permanent)

Posted: September 9, 2022

Closing: Open Until Filled

Salary Range:

\$26.50-\$30 per hour, 35hr week

Plus benefits, 2 weeks paid vacation

About LHC | Heritage Planning and Archaeology

LHC | Heritage Planning and Archaeology is a consultancy with staff offices in Kingston, Toronto, and Huntsville. We specialize in heritage planning, archaeology, policy and process development, historical research, heritage education, and strategic planning. We are dedicated to industry leadership in technical excellence and in maintaining an engaging, safe, and ethical work environment for its staff. LHC strives to provide consistent, first-rate service to our clients, who represent a variety of sectors, including public, private, not-for-profit, and community groups. LHC is committed to developing a meaningful work-life balance for its team members, with opportunities for advancement.

Job Summary

Reporting to the firm's Managing Principal, works full-time as an Office Administrator for LHC | Heritage Planning and Archaeology. Oversees electronic file management for projects and proposals. Oversees administrative and HR files for the firm. Assists with the editing, production and printing of reports and general correspondence. Occasionally serves as front line staff. Other duties as required.

Job Duties and Responsibilities

A. Regular

- Organizing electronic and physical files for projects and proposals;
- Production and printing of reports and general correspondence;
- Review, edit, format proposals, technical memos, reports, and other documents;
- Updating LHC's webpage and social media accounts with provided information;
- Send reports to client per client specifications; and,
- Other duties as assigned.

B. Occasional

- Ordering office supplies;
- General office clean up;
- Assist in the implementation of new software and technological improvements;
- Assist with marketing activities;
- Develop and update LHC templates for proposals, reports, letters, and technical memos;
- Assist in the development and maintenance of branding standards for LHC.

Qualifications & Required Experience

- Minimum of 5 years-experience including substantive experience with small to medium-sized consulting/private firms;
- A related degree/diploma or demonstrated experience;
- Experience with AODA compliance for report production;
- Demonstrated copy-editing experience; and,
- Demonstrated report/template design experience.

Skills, Abilities, Special Physical Demands

- Highly proficient with Microsoft Office Software;
- Proficient with Adobe Suite;
- Experienced with Website editing software;
- Excellent organizational skills, attention to details, and the ability to work both independently and within a team environment;
- Able to balance priorities to meet deadlines;
- Excellent communication, customer service, and people skills;
- Possess valid Ontario class 'G' License an asset;
- Graphic design experience an asset;
- Bilingualism (English/French) an asset; and,
- Must obtain a Criminal Record Check at your own expense at time of hire.

Note: Above duties are representative of a typical position and are not to be construed as all inclusive.

How to Apply:

To apply please send your CV and a cover letter by email to recruitment@lhcheritage.com. We appreciate all applications, only those selected for an interview will be contacted.

EMPLOYMENT EQUITY

LHC is an equal opportunity employer committed to non-discriminatory, barrier-free, and accessible employment practices in compliance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Should you require accommodation through any stage of the recruitment process, please indicate this in your cover letter or contact us by email at recruitment@lhcheritage.com. Although we appreciate all applications, only those selected for an interview will be contacted.