

## **Administrative Assistant**

Over the last 40 years, **Weston Consulting** has become a leader in land use planning and urban design, serving the public and private sectors across Ontario. Due to our ongoing contribution to the built environment and our commitment to our clients, we are looking to grow our team through the addition of an Office Administrative Assistant.

### **Core Values**

- **Integrity** - Culture of Integrity, Professionalism and Trust
- **Teamwork** - Working Together in a Structure of Accountability, Results and Reward
- **Develop** - Recruit, Develop and Support the Best Talent
- **Engagement** - Giving Back to the Community, the Industry and the Planet
- **Client Focus** - Client Value and Management

At Weston, you will have the opportunity to work alongside multi-skilled technical and administrative teams. You will directly contribute to driving sustainable growth and success for the firm by undertaking administrative tasks, while ensuring databases are updated various times daily.

**Your responsibilities, under the guidance of the Director of Business Development, will include:**

- Manage internal databases with the use of technical and server software
- Provide professional conflict of interest mapping reports using GIS software
  - Note: experience with GIS software is an asset but is not required
- Assist Director of Business Development and Technicians with prospective client calls; the set-up and arrangement of new files; database filing; client retention strategies; closing files; and more
- Maintain a weekly activity log and assist with contract and budget management
- Proofread professional planning and urban design proposals
- Data entry tasks (project sheets; summary emails; internal database software input; etc.)
- Support and collaborate with Planning, Admin, Finance, and Design Teams
- Engage with staff by attending various internal weekly meetings
- Assist in the arrangement, coordination, and facilitation of company events

**You will bring:**

- An adaptable, courteous, sociable, and dynamic personality
- High attention to detail, strategic thinking and problem-solving skills that will assist you in generating successful results
- The ability to collaborate and communicate effectively with staff, clients, vendors and members of the public
- Strong interpersonal, time-management, teamwork and organization skills
- The ability to hold oneself accountable while maintaining integrity and professionalism
- Proficient experience with Microsoft Office Suite and other related products
- Secondary school diploma, completion of a post-secondary diploma program with a focus on office administration is an asset
- Experience in an administrative role is an asset

At Weston, we support each other as a team, through various company-wide events. We are committed to assisting individuals with personal and professional growth through achieving a work-life balance by offering summer hours, lieu days and flex-time. We provide a competitive salary and benefits package.

We are committed to providing equal opportunities, access to resources and fair treatment of all individuals. All voices, thoughts and ideas hold value and we seek to make sure that they are encouraged and heard. We strive to create a workplace that reflects and celebrates diversity and encourages members of equity-seeking groups to self-identify in their cover letters.

If you require accommodation in order to participate in the hiring process, please let us know of your needs in advance by contacting us directly.

Please submit your cover letter and resume, in confidence, via email to **Justin Polce** at **[jpolge@westonconsulting.com](mailto:jpolge@westonconsulting.com)**. Please limit the size of attachments to 5MB in PDF format, and list your name and the role you are applying for in the subject line.

Only those selected for an interview will be contacted. We thank all applicants for their interest.