

Administrative Coordinator (Structural Department)

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for an **Administrative Coordinator** to join our Structural engineering department. This role is exciting, diverse, and rewarding.

This is a perfect opportunity for an individual looking to build their career with a growing building envelope and structural engineering firm in downtown Toronto.

The ideal candidate is energetic, self-motivated, and enjoys working in a fast-paced environment. We are looking for someone who has previous work experience in an office administration or project coordination role, is highly organized, and pays attention to detail in every aspect of their work.

Engineering Link offers an open, collaborative work environment and is involved in a variety of commercial, institutional, recreational, and residential projects across Canada. Engineering Link is focused on offering building envelope and structural engineering services as they relate to the science of the built environment.

What we are looking for in the ideal candidate:

Skills

- Adaptable: can pivot to meet project, staff, and client needs and is able to focus on multiple priorities at one time.
- Entrepreneurial: ambitious, client-focused, and delivers quality work.
- Proactive: takes initiative, analytical, innovative, and is a natural problem solver.
- Team-player: builds positive relationships with colleagues, clients, and acts as an ambassador for Engineering Link.
- Proposals: experience with bid sites such as Merx, Biddingo, Bids CityBids.
- Excellent communication skills both verbal and written.
- Excellent organization skills.
- A motivated self-starter with a demonstrated ability to work independently, as well as, within a team environment.

Responsibilities

- Day-to-day administrative support in the Structural engineering department for the Partners and staff.
- Scan engineering drawings and calculations for various projects.
- Download and save project files, reports, and departmental files.
- Quality assurance for engineering reports and project communications within the Structural engineering department.
- Manage proposal schedule.
- Manage proposal sites to generate leads .
- Develop and coordinate bids/proposals from lead to RFP stage.
- Analyze requirements and ensure RFP compliance.
- Create new promotion materials.



- Coordinate and prepare all proposal sections with technical leads/subject matter experts including project descriptions/qualification summaries, CV's, and client references.
- Create and write fee proposals for Structural engineering projects.
- Ensure memberships, subscriptions, certificates of insurance, and renewals with various Structural engineering bodies are current.
- Manage Outlook client contacts for the Partners and staff.
- Manage Outlook staff vacation schedules.
- Maintain meeting minutes for various committees within the Structural engineering department.
- Assist with organizing lunch meetings including ordering catered food.
- Booking travel for the Partners and staff (flights, hotels, car rentals, etc.).
- Other duties as required.

Qualifications

- 2 or more years' experience in an office administration or project coordination role.
- Experience in an engineering consulting firm or relevant industries is desired.
- High level of proficiency with Microsoft Word, Excel, PowerPoint, Adobe.
- Technical writing skills, including proofreading documents for quality assurance.
- Previous experience managing the full cycle of a proposal is desired.
- Experience coordinating couriers/shipments.
- Excellent communication skills with a positive attitude.
- Highly detail-orientated and organized.
- Ability to meet assigned deadlines.
- Ability to multi-task and prioritize daily duties.

A resume is required when applying.

Engineering Link is committed to promoting diversity and employment equity.

Applicants requiring accommodation at any stage in the recruitment process can contact Human Resources.

We thank you for your interest in our firm. Please note that only those candidates selected for the next step in the recruitment process will be contacted by Human Resources.