

Office Administrator

Engineering Link
Toronto, ON

Engineering Link is growing its team.

We are looking for an Office Administrator to join our team. 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 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.
- 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 office and to the Partners and staff.
- Ensure office supplies, equipment, and boardrooms are organized and kept in good order.
- Manage incoming phone calls.
- Distribute incoming mail and outgoing mail/couriers.
- Keep an inventory of office supplies and coordinate with various vendors for orders.
- Order coffee/tea/cleaning supplies and other related items for the lunchroom.



- Assist with organizing lunch and learns including ordering catered food.
- Manage Outlook contacts for the Partners and staff.
- Assist Human Resources with new hire onboarding (I.T./desk set up).
- Other duties as required.

Qualifications

- 2 or more years' experience in an office administration role.
- Strong computer skills. Specifically: MS Office, Outlook, and Adobe software.
- Experience purchasing/ordering office supplies with various vendors.
- Experience coordinating couriers/shipments.
- Highly detail-orientated and organized.
- Ability to meet assigned deadlines.
- Excellent communication skills with a positive attitude.
- Ability to multi-task and prioritize daily duties.
- Work experience with an engineering consulting, architecture, or relevant industry is desired.

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.