



Providing Archaeological &
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9
T 416-966-1069 F 416-966-9723 asiheritage.ca

**POSITION AVAILABLE:
Project Administrator, Archaeology
Environmental Assessment Division**

Supervisor: Lisa Merritt, Partner and Director, Environmental Assessment Division
Location: Currently remote due to COVID 19 Pandemic, Subject to change to Toronto office
Employment Basis: Full Time, Permanent
Compensation: \$45,000- \$50,000 per annum

The health of our workers is always our priority. We have developed a series of safety measures and protocols to keep our workers safe during Covid-19. All office staff are currently working remotely, and fieldwork is being conducted with appropriate physical distancing and sanitization procedures in place.

About us:

ASI is a Canadian-owned company that was founded in 1980 in response to increasing public awareness of the importance of the province's heritage. With offices in Toronto and Burlington, we are the largest archaeological and cultural heritage consulting firm in Ontario.

Our Environmental Assessment Division is made up of a close-knit team from a diverse range of academic and work backgrounds. We undertake a large volume of complex projects in support of archaeological requirements under the Ontario Environmental Assessment and Canadian Assessment Act. Our work is dispersed across the Province of Ontario. We maintain a healthy work-life balance. ASI is a family friendly and inclusive employer; we are open to flexible work environments and schedules.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code.

About you:

ASI is seeking to employ an individual with a passion for archaeology who thrives in a fast-paced consulting environment. Our ideal candidate will have a post-secondary degree related to archaeology with a focus on the Ontario or Canadian consulting context. We are seeking an individual who has demonstrated an interest in archaeology and cultural resource management and with experience in general office and project administration.

Excellent organizational skills and strict attention to detail are a must for this position. The candidate must have a strong work ethic, be self-motivated and able to work independently and effectively manage distractions in a shared office environment or during Covid in a home office environment. They must also

be able to work well with others on shared tasks to accomplish goals and meet deadlines, as well as possessing excellent verbal communication skills and diplomacy in dealing with inquiries from clients and various stakeholders.

This is a full-time position operating Monday to Friday during regular business hours.

Key Responsibilities and Deliverables:

- Support the project administration needs of the management and staff of the EA Division.
- Track all EA projects through life cycle using SharePoint (from entry to proposal phase to confirmation through to close—as applicable)
- Execution and tracking of all MTCS Pastportal requests for EA Division projects, including: PIF requests, licence report submissions, MTCS review letters, site record forms, track and manage licenses used by EA division
- Update project status in SharePoint
- Support the EA Division in the assembly of time-sensitive proposals
- Support Project Coordinator with EA project confirmations & execution of sub-consultant agreements, including obtaining insurance documentation
- Support EA Project Managers, and/or Deployment Coordinator with the preparation of field packages, utility locate requests and technical report set-up, as needed
- Maintain and update working knowledge of legislation and regulations governing the heritage consulting industry and Environmental Assessments in Ontario – including the Ontario Environmental Assessment Act, the S & Gs for Consultant Archaeologists and the Ontario Heritage Act
- Ensure compliance of all external-facing EA documents with ASI corporate templates and AODA templates
- Ensure clients' needs are met in a timely and cost-effective manner
- Continue professional and personal development as a heritage consultant or contributor.
- Represent the mission, vision, and values of ASI.

This list of responsibilities is not all inclusive; other duties may be required.

Qualifications:

- A university degree in relevant field allied with heritage and anthropology.
- Excellent organization, data organization, and time-management skills
- Demonstrated experience in general office and project administration and preferably in a consulting or professional service firm environment
- Excellent written and verbal communication skills.
- Ability to problem-solve & multitask under deadline pressure.
- Proficiency with the following software: Microsoft Office 365 suite
- Understanding of project management principles and processes and the Accessibility for Ontarians with Disabilities Act (AODA), including its Integrated Accessibility Standards Regulation (IASR) as it applies to preparation of written report products

How to Apply:

Please forward your CV and a cover letter to Carol Bella, at employe@asiheritage.ca

Deadline: 28 January 2022

