



POSITIONS AVAILABLE: Clerical Administrator

Supervisor: Dr. Katherine Hull, Partner and Director, Business Affairs Division

Location: Currently partially remote due to Covid-19 pandemic. Subject to change to Burlington or Toronto office as feasible. Position will require some in-office visits to both Toronto and Burlington.

Employment Basis: Contract, with possibility for permanent hire

Compensation: \$45,000-\$55,000 (commensurate with experience and performance)

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.

The Business Affairs Division co-ordinates and manages all Communications and Human Resources functions of the company and is looking for an individual to assist with those functions and to act as additional administrative support to our various business lines. The position will also include tasks and direction from the Operations Division which works closely with Business Affairs.

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 heritage who thrives in a fast-paced environment. Our ideal candidate will have a degree in archaeology (or similar) and preferably some experience with a Cultural Resource Management (CRM) firm in Ontario. Additionally, 1-2 years of administrative, human resource experience, or IT management is preferred.

This position will have a range of responsibilities and will intersect with all facets of ASI. 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 without distraction 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 possess excellent verbal communication skills. We seek a collaborative problem-solver who is both malleable and success-driven.

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

Key Responsibilities and Deliverables

- Update and maintain Human Resources database
- Maintain various informational lists, such as email group lists, license spreadsheets, professional title spreadsheets, etc.
- Monitor corporate email and voicemail inboxes
- Bimonthly visits to our Burlington and Toronto offices for maintenance checks and supply inventory
- Review timesheets
- Obtain insurance documents
- Update databases in Sharepoint
- Assisting with office communications (telephone, email, and mail intake)
- Document production- format and prepare reports for transmission via courier, mail, or email



- Filing- maintaining company filing systems, both electronic and hard copy
- Scanning documents
- Coordinate and track supply purchasing, including office, IT, and field support materials
- Assist in recruitment and training exercises as needed
- Assist staff from all the company business lines with administrative tasks, as required

Qualifications and Expertise:

- A university degree in archaeology is useful to help understand our business. Other degrees in history, administration, and human resource management may be considered.
- Demonstrate experience in general office administration.
- Proficiency with Microsoft Office 365 suite, especially Excel.

How to Apply:

Please forward your CV and cover letter to Carol Bella at employe@asiheritage.ca, using “Application for Clerical Admin” in the subject line.

All offers of employment will be conditional on proof of vaccination against Covid-19 or documented medical reason or protected grounds for not being vaccinated.

Deadline: Friday June 10, 2022

