



Providing Archaeological &  
Cultural Heritage Services

528 Bathurst Street Toronto, ONTARIO M5S 2P9  
T 416-966-1069 F 416-966-9723 [asiheritage.ca](http://asiheritage.ca)

## **POSITIONS AVAILABLE: Operations Coordinator**

**Supervisor:** Greg Pugh, Director, Operations Division

**Location:** Remote for duration of Covid-19 pandemic. Subject to change to Toronto or Burlington office, as feasible.

**Employment Basis:** Full-Time Permanent

**Compensation:** \$50,000 - \$70,000, commensurate with experience, company group benefits plan, paid sick days, four weeks of vacation, plus additional paid holiday close down in December between Christmas and New Year's Day.

### **About us:**

Archaeological Services Inc. 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. We currently employ 90 permanent staff while, during our excavation season, an additional 100-125 seasonal employees join our team.

The Operations Division comprises a diverse group of teams including field services, accounts, equipment, fleet, geomatics, and laboratory services, who provide support to the archaeology and cultural heritage divisions. The Operations Division also works closely with the HR and recruitment teams of ASI's Business Affairs Division. The Operations Division is looking for an individual to coordinate the field services logistics, provide support to the Director in operational matters and manage and maintain the company's fleet.

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:**

Archaeological Services Inc. is seeking to employ an individual with a passion for archaeological and built heritage who thrives in a fast-paced environment. Our ideal candidate will have a degree in archaeology and preferably some experience with a CRM firm in Ontario, demonstrable experience in an administrative, logistical or human resource capacity.

Excellent organizational skills and strict attention to detail are a must for this position. The candidate must be a clear and approachable communicator (verbal and written), 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 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. Any offer of employment will be conditional on proof of vaccination against Covid-19 or documented medical reason or protected grounds for not being vaccinated.

## **Key Responsibilities and Deliverables**

- Work closely with Director, Operations Division, and the three Archaeology Divisions' management teams to accomplish company-wide deployment objectives by planning and organizing field staff, communicating progress and ensuring desired results.
- Liaise with Field Directors and Field Technicians regarding operational matters during the field season.
- Maintain and coordinate the deployment of ASI fleet
- Liaise with HR regarding the hiring and onboarding of Field Directors and Field Technicians
- Maintain ASI Vehicle database.



- Ensure all vehicles are safe and roadworthy.
- Maintain list of drivers.
- Ensure drivers are compliant with all legislation and internal policies.
- Work with the Director, Operations Division to ensure relevant ASI policies are compliant with current legislation.
- Coordinate office parking spaces.
- Work closely with Director, Operations Division to coordinate and maintain FFE at offices.
- Liaise with Equipment Coordinator to ensure adequate support for crews.
- Maintain professional and personal development.

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

#### **Qualifications and Expertise:**

- University degree in archaeology is preferred. Other qualifications in history, administration, logistics, and human resource management may be considered.
- Demonstrate experience in general office administration, logistics or HR support.
- Proficiency with Microsoft Office 365 suite. Familiarity with Microsoft Access or similar databases an asset.
- Experience in a small/medium, dynamic business preferred.

#### **How to Apply:**

Please forward your CV and cover letter to Greg Pugh at [employe@asiheritage.ca](mailto:employe@asiheritage.ca), using “Application for Operations Coordinator” in the subject line.

**Deadline: 11am Monday, July 25, 2022**

