



POSITIONS AVAILABLE: Project Manager (Archaeology)

Supervisor: Andrew Riddle, Partner and Director, Mitigation Division

Location: This position can be remote, hybrid, or based out of the Toronto or Burlington office.

Employment Basis: Full-Time Permanent

Compensation: Pay commensurate with experience, plus benefits (\$67k-\$82.5k per year)

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.

Archaeological Services Inc. is committed to fulfilling our core value of employing an industry-leading team of diverse, accomplished, and dedicated professionals. We aim to create a workplace that celebrates the diversity of our employees, customers, and stakeholders, and commit to creating culturally sensitive products. Archaeological Services Inc. endeavors to foster an inclusive, equitable, and accessible environment where all employees feel valued, respected, and supported.

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.

Our Mitigation Division is looking for a suitably experienced and driven professional to join our team. Applicants can expect a challenging and supportive work environment with a focus on healthy work life balance. ASI is a family-friendly and inclusive employer; we can provide flexible work environments and schedules.

About the position:

Archaeological Services Inc. is seeking to employ a project manager with a proven track record who thrives in a fast-paced environment. Our ideal candidate is seeking to expand their knowledge and gain valuable hands-on experience in the management of Stage 3 and Stage 4 archaeological mitigation projects. Client interaction is an important part of this role; as such, excellent communication skills, both oral and written, are a must. To be a successful candidate, you must be motivated, collaborative, and well-organized.

This is a full-time position that operates Monday to Friday, during regular business hours. Some limited travel may be required on a project-by-project basis.

Key Responsibilities and Deliverables

- Prepare and review project tenders and costings
- Design work plans and coordinate fieldwork in compliance with the 2011 *Standards and Guidelines for Consultant Archaeologists*
- Liaise with Indigenous community agencies for monitor participation and reporting feedback
- Contribute to mentorship of field directors and junior staff
- Write and review technical reports
- Provide assistance and support to colleagues both within and outside the Division

Qualifications:

- At least 2 years of project management experience in the CRM industry
- Must hold an Applied Research or Professional archaeological license in good standing with the Province of Ontario
- A firm grasp of the *Standards and Guidelines for Consultant Archaeologists*, particularly fieldwork and reporting requirements for Stage 3 & 4 site mitigation
- Technical report writing experience (sample required at interview stage)



- Experience working with Indigenous communities and agencies
- Proficiency with the Microsoft Office suite
- Preferred Class G driver's license; driver's record from MTO, and experience letter from insurance company (3+years).

How to Apply:

Please forward a digital copy of your CV and a cover letter to employe@asiheritage.ca, using "Application for Project Manager" in the subject line.

Deadline: Sunday March 26, 2023

