

POSITION AVAILABLE: Project Administrator

Supervisor: David Robertson, Partner & Director, Planning Assessment Division

Location: Hybrid or Remote

Employment Basis: 12-Month Contract

Compensation: \$60,000 - \$67,000 per annum, commensurate with experience.

Start Date: June 2, 2025



Company Profile

Founded in 1980, Archaeological Services Inc. (ASI) is a Canadian-owned firm and one of Ontario's largest archaeological and cultural heritage consulting firms. With offices in Toronto and Burlington, we undertake a diverse array of archaeological and cultural heritage projects throughout the province.

ASI fosters an inclusive, equitable, and accessible workplace, adhering to the Accessibility for Ontarians with Disabilities Act, 2005, the Canadian Human Rights Act, and the Ontario Human Rights Code. Please note that proof of vaccination is required under our COVID-19 Immunization Policy, with accommodations considered under the Ontario Human Rights Code.

Division and Position Profile

The Planning Assessment (PL) Division, led by a dedicated team with diverse academic and work backgrounds, manages a substantial volume of complex projects, supporting archaeological requirements for the Planning Act and Ontario Heritage Act across the Province of Ontario, in addition to cemetery investigations under the Funeral, Burial, and Cremation Services Act and large-scale planning studies for municipalities.

We are seeking a Project Administrator to join our team and provide critical administrative support to ensure the smooth execution of these projects. In this role, you will work closely with PL Division staff and management, tracking licenses and project progress, coordinating communications, and assisting with the preparation of proposals and project deliverables. You will play a key role in supporting the division's operational efficiency.

Candidate Profile

ASI is actively seeking an adaptable individual with a genuine passion for archaeology, well-suited for a dynamic consulting environment. The ideal candidate holds a post-secondary degree related to archaeology with a focus on the Ontario or Canadian consulting context. ASI is searching for someone who has demonstrated an interest in archaeology and cultural resource management, along with experience in general office and project administration.

Key Responsibilities

- Support the project administration needs of the management and staff of the PL Division.
- Track all PL Division projects through their life cycle using Microsoft's PowerApps (from proposal phase to confirmation through close out—as applicable).
- Execute and track all Ministry Citizenship and Multiculturalism (MCM) Past Portal requests for

projects, including MCM Project Information Form requests, licence report submissions, MCM review letters, and site record forms.

- Track and manage licenses used by the Planning Assessment Division.
- Support Division Project Managers with the public and private utility locate requests, accommodation bookings, project tracking, invoicing and other administrative tasks.
- Support the Manager and Division Director with project confirmations, and the execution of subconsultant agreements, insurance documentation and invoicing.
- Support the Division in the assembly of time-sensitive proposals, as needed.
- Maintain and update working knowledge of legislation and regulations governing the heritage consulting industry and Planning Assessments in Ontario – including the Ontario Planning Act, Standards & Guidelines for Consultant Archaeologists and Ontario Heritage Act.
- Ensure compliance of all external-facing documents with corporate 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.
- Additional responsibilities may be assigned based on the needs of the team.

Position Qualifications

- A university degree in a relevant field preferably related to heritage and anthropology.
- Excellent data organization, time-management, and organizational skills.
- Demonstrated experience in general office and project administration, preferably in a consulting or professional service firm environment.
- Excellent written and verbal communication skills.
- Strong problem-solving skills with the ability to multitask while meeting tight deadlines.
- Proficiency with Microsoft Office 365 suite.
- Understanding of project management principles and processes and the AODA, including its Integrated Accessibility Standards Regulation (IASR) as it applies to the preparation of written report products.
- Valid Ontario driver's licence is preferred.

How to Apply: Send your CV and Cover Letter to resumes@asiheritage.ca with the subject line "Application for Project Administrator".

Deadline for Application: May 2, 2025

Learn More About Us: Explore our projects and behind-the-scenes looks on ASI's social media pages on [Facebook](#) or Instagram: [@archaeologyto](#) and [@asiheritage](#)!

