

Position: Project Manager

Location: Hybrid or In-Person at the Burlington and Toronto offices.

Employment Type: Full-time

Compensation: \$80,000 to \$100,000

Start Date: Immediate



About ASI

Archaeological Services Inc. (ASI) is a Canadian-owned firm and the country's largest archaeological and cultural heritage consulting company. Founded in 1980, ASI has offices in Toronto and Burlington and provides expert archaeological and heritage consulting services across the province.

ASI is committed to maintaining an inclusive, equitable, and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Canadian Human Rights Act, and the Ontario Human Rights Code.

About the Role

ASI is seeking a Project Manager with experience in Ontario archaeological consulting and a working knowledge of the Ontario Heritage Act as it applies to archaeological assessment in Ontario.

Key Responsibilities:

Lead the planning, execution, and management of Stage 1 – 4 archaeological projects and associated deliverables, including but not limited to:

- Archaeological project budget management, schedule tracking, and quality control;
- Planning and coordination of archaeological field work, providing oversight and support to Field Directors, including site surveys and visits, in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists;
- Oversight and direction of Technical Writers, Researchers, Historians, Geomatics Technicians, and Project Administrators to ensure successful project delivery;
- Ensuring reports are completed and submitted in accordance with Ministry of Citizenship and Multiculturalism standards and ASI internal guidelines;
- Collaboration with First Nation representatives and Indigenous organizations.
- Collaboration with Project Manager counterparts across ASI's practice areas to ensure client satisfaction and optimize efficiencies.
- Development and maintenance of strong client relationships throughout the project lifecycle.
- Preparation and implementation of health and safety protocols and oversee ongoing project risk management, ensuring timely escalation of risks when required
- Contribute to the mentorship and professional development of Field Directors and Field Technicians
- Oversee and implement project invoicing and collections processes.
- Maintain ongoing professional development in archaeology.
- Additional responsibilities may be assigned based on the needs of the team.

Qualifications

Required:

- A university degree in archaeology, anthropology, museum studies, heritage planning, or a related field, with a focus on Ontario/Canadian contexts in these disciplines.
- A minimum of three years of professional experience in archaeological consulting, preferably in Ontario.
- Proven experience working collaboratively with Indigenous organizations.
- Strong project management, organizational, and time-management skills, with the ability to adapt to changing priorities and manage multiple projects simultaneously.
- Effective leadership skills when managing your project, through coaching, performance management, and disciplinary action when required
- Extensive working knowledge of legislation, regulations, and policy frameworks governing the archaeological consulting industry in Ontario, including the Ontario Environmental Assessment Act, Planning Act, Standards & Guidelines for Consultant Archaeologists, and Ontario Heritage Act.
- Familiarity with navigating the Ministry's PastPortal repository.
- Expertise in evaluating archaeological potential across diverse geographical settings in Ontario.
- Technical report writing experience (submission of a sample with the application is encouraged).
- Proficiency in Microsoft Office

Preferred:

- Archaeological license in Ontario (Research or Professional license).
- A valid Class G driver's license in Ontario.
- Familiarity with ArcGIS;
- More than five years of professional experience in archaeological consulting, preferably in Ontario.

How to Apply:

To apply, please submit a CV and Cover Letter to resumes@asiheritage.ca with the subject line:

“Application for Project Manager Position”

Applications will be accepted until the position is filled.