Position: Project Administrator

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

Employment Type: Full-time

Compensation: $60,000 - $68,000

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) and the Ontario Human Rights Code. Accommodations are available upon request.

About the Role

Archaeological Services Inc. is seeking a Project Administrator with experience in Ontario archaeology and a working knowledge of the Ontario Heritage Act and how it applies to archaeological assessment in Ontario and coordination with the Ministry of Citizenship and Multiculturalism (MCM) processes. The position involves tracking archaeological licensing requirements, responding to inquiries from the MCM related to project submissions, submission of Project Information Forms, accessing of Ontario Archaeological Site Database information, preparation of utility locates, document management and administration of project authorization requirements and processes, and including data management in support of archaeological licensing reports for all stages of fieldwork.

Key Responsibilities:

- Support the project administration needs of the management and staff of the Practice Area
- Track all projects through their life cycle using Microsoft's PowerApps (from proposal phase to confirmation through close out—as applicable).
- Execute and track all Ministry of Citizenship and Multiculturalism (MCM) Past Portal requests for projects, including MCM Project Information Form requests, MCM license report submissions and requests for additional information, MCM review letters, and site record forms.
- Track and manage archaeological licenses as required
- Oversee submission and approval of public and private utility locate requests, accommodation bookings, project tracking and other administrative tasks.
- Support in the preparation of invoices
- Lead submission of invoices to clients, ensuring routine follow-up to positively influence accounts receivable results
- Support with project confirmations, and the execution of subconsultant agreements, insurance documentation and invoicing.
- Support 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.

Qualifications

Required:

- 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.
- Attention to detail with demonstrated track record of accuracy in data management in an administrative context
- 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.

Preferred:

- Archaeological license in Ontario (Research or Professional license).
- A valid Class G driver's license 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 Administrator Position"

Applications will be accepted until November 16, 2026.

This position is being posted to fill an existing vacancy.