
Data Entry and Administrative Assistant - Materials Inspection and Testing Division**Paterson Group Inc. – Ottawa, ON**

Paterson Group, one of Canada's oldest geotechnical engineering consulting firms, is recognized for expertise in geotechnical engineering, environmental engineering, hydrogeology, materials testing, noise, and vibration studies, structural engineering and building science engineering. Customer service is our first priority. We provide professional services based on technological expertise, interactive project management, a wealth of local knowledge, and creative solutions.

Paterson Group's client base includes major developers, building owners, property management firms, condominium properties, and many other public and private housing and commercial building groups.

Paterson Group offers the opportunity of a rewarding career at a highly successful consulting firm. You will be part of an engaging team of engineers and technologists working on exciting and challenging projects in a culture of continuous learning and collaboration.

Our Ottawa office is currently seeking a proactive, self-motivated, and team-oriented individual to join our Materials Testing and Inspection Division as a Data Entry and Administrative Assistant. This role is essential to supporting departmental operations through accurate data management and administrative coordination; the reward is a competitive salary (reviewed annually) and benefits package. We also contribute to RRSP's, group employee benefits, and organize extracurricular social events along with several other perks.

Key Responsibilities:

- Perform accurate data entry using Microsoft Office Suite, FileMaker, and MetaField (Field Inspection and Lab Testing Software)
- Monitor, and sort incoming emails promptly
- Organize and prioritize workload effectively by task type, due date, and urgency
- Support client communication and follow-up as needed
- Prepare, format, and proofread documents
- Maintain filing systems and manage document archiving
- Assist with maintaining CCIL certifications and prepare documentation for external audits
- Collaborate with the Accounting Department to provide invoicing details and track receivables for the Materials group
- Provide backup support for the Field Staff Coordinator/Dispatch position, including:
 - Managing a high volume of client phone calls and emails for inspection services
 - Coordinating and scheduling site inspection services with field staff
 - Offer assistance to other administrative staff as required

Qualifications and Skills:

- 1–2 years of experience in an administrative support role within a professional office environment
- Experience in the engineering or construction sector is considered an asset
- Post-secondary education in Business Administration or a related field preferred
- Proficiency in English (spoken and written); bilingualism in French is an asset
- Strong organizational and time management skills with keen attention to detail
- Customer-focused with excellent communication and interpersonal skills
- Ability to work both independently and collaboratively in a team environment
- Flexible, adaptable, and eager to learn new systems and processes
- Demonstrated initiative and problem-solving abilities
- Ability to follow instructions and seek clarification when necessary

Start date: ASAP (negotiable)

Benefits:

- Competitive compensation package.
- Group RRSP offered after 3 months of employment. The company will match the employees' contributions up to 5%.
- Group Insurance coverage for medical, dental, life insurance, long and short-term disability. Eligibility upon completion of three (3) months of employment. Individual costs for each plan member are shared equally by the employee and the company.
- Welcoming and supportive work environment with numerous social events including staff lunches, team BBQs, Family picnics, Holiday party and so much more.

How to apply:

If you are passionate about engineering and eager to contribute to a company that values innovation and excellence, we encourage you to apply. Candidates can apply through Indeed. We appreciate the interest and efforts of all applicants; however, only those short-listed as candidates will be contacted.

Paterson Group Inc welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information on our company, please visit: <https://patersongroup.ca/>

Job Type: Full-time

Pay: From \$23.00-\$25.00 per hour

Additional pay:

- Overtime pay

Benefits:

- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Vision care

Schedule:

- Monday to Friday

Work Location: In person