

## Office Manager

### Corporate Services Division, Paterson Group Inc. – Ottawa, ON

Paterson Group, one of Canada's oldest geotechnical engineering consulting firms, is recognized for our expertise in geotechnical engineering, environmental engineering, hydrogeology, materials testing, noise and vibration studies and building sciences. 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.

The Ottawa office has an immediate opening for a full-time Office Manager who will be responsible for overseeing the daily operations of the office to ensure optimal efficiency, organization, and productivity at Paterson Group. This multifaceted role requires a hands-on approach to ensure seamless day-to-day functioning of the office. In addition to managing administrative tasks, the role also provides crucial support to staff, fostering a productive and well-organized work environment.

This is a full-time, in-office role with standard business hours, set in a fast-paced environment that requires adaptability and a strong attention to detail.

The ideal candidate will possess exceptional organizational skills, a keen attention to detail, and the ability to manage multiple tasks simultaneously. A proactive approach and the capacity to prioritize competing demands will be essential for success in this dynamic role.

#### **Key Responsibilities:**

- Oversee the day-to-day administrative operations to ensure seamless workflow, meet client deliverables, and maintain operational excellence across all areas of the organization.
- Organize, coordinate, and schedule internal and external meetings, seminars, training sessions, and conferences.
- Manage travel arrangements, including booking transportation, accommodations, and itineraries for staff and executives.
- Serve as the primary point of contact for office maintenance, repairs, and space management, ensuring a functional, safe, and comfortable work environment.
- Ensure the proper functioning and regular maintenance of office equipment, including photocopiers, printers, and telecommunication.
- Provide comprehensive support to various departments with documentation, data entry, and administrative tasks, including managing business card orders, and tracking Insurance Certificates, Form 1000, and WSIB Certificates, Statistic Canada quarterly reporting etc.
- Key administrative support for some of our internal committees including the Business Development committee and Social committee.
- Assist with the planning and coordination of office events, meetings, and team-building activities, fostering a collaborative and positive work culture.
- Act as the key liaison for employee inquiries, offering administrative support and facilitating communication between departments to ensure smooth operations.

- Occasionally support general office administrative duties, including answering and directing phone calls, processing incoming and outgoing mail, and handling deliveries and correspondence in a timely manner.

**The ideal candidate for this dynamic and challenging role should have the following qualifications:**

- Degree/Diploma in, business, administration, or related field.
- Minimum of 1-2 years' experience in professional business setting.
- Ability to manage multiple streams of responsibilities.
- Willingness to learn and grow with the role.
- Superior organizational skills.
- Excellent verbal and written communication skills.
- Microsoft Office (Word, Excel, PowerPoint, Office 365, SharePoint)
- Bilingualism preferred but not required.

**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 Range:** 55K to 65K – salary is commensurate with education and experience

**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
- Weekends as needed

**Work Location:** In person