

Administrative Assistant – Building Science 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 highly organized, proactive, self-motivated, and team-oriented individual to join our Building Science Division as an Administrative Assistant. This role is essential to supporting departmental operations through administrative support; 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:

- Provide administrative support to the Building Science Division, including document preparation, formatting, and template management.
- Assist with accounts payable approvals, invoicing, credit card reconciliations, and purchase order creation for sub-consultants and subcontractors.
- Compile and review weekly timesheets from staff.
- Assist management with collections-related tasks.
- Support proposal preparation for building science services, including tracking submissions and follow-ups.
- Monitor procurement platforms (e.g., Merx, BGIS, Bids & Tenders) for new opportunities and assist with larger RFP submissions.
- Maintain and update corporate CVs and proposal materials.
- Coordinate divisional scheduling, support team meetings, and prepare meeting minutes.
- Plan and organize divisional events such as seminars, conferences and lunch-and-learn sessions, and track relevant industry association activities.
- Maintain organized digital records, including periodic audits of server files and document storage practices.
- Track testing equipment inventory, including age, availability, and calibration schedules.
- Serve as the division's Health & Safety representative.
- Various other miscellaneous duties and responsibilities.

Qualifications and Skills:

- 5+ 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.
- Demonstrate initiative and good problem-solving abilities.
- Ability to follow instructions and seek clarification when necessary.

Start date: April 2026 (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, and so much more.

How to apply:

If you are passionate 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: \$60,000.00-\$65,000.00 per year

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