

rocioarchitecture

OFFICE COORDINATOR

Want to put your experience to use in diverse and challenging projects? It's time to join our team!

Established in Montreal since 2010 in the Mile-Ex, the architecture firm rocioarchitecture brings together 10 professionals and specializes itself in new constructions and transformation projects as well as in the reorganization and recycling of buildings. Because our firm is expanding, we are actively looking for an office coordinator to whom we will offer a friendly working environment and stimulating professional challenges within a dynamic and people oriented team. We need an alert, organized and polyvalent candidate who will provide us the necessary administrative support in the new challenges that we are working on.

MAIN RESPONSIBILITIES

As well as taking care of the daily administrative tasks, the office coordinator is in the center of the office management and has as main responsibility to make sure that all the administrative files are well organized to allow the team to focus on the firm's development and architecture projects. The office coordinator also plays a crucial part in the firm's strategic and substantive projects and is responsible of the customer service, whether it is on the phone or in the office.

More precisely, the office coordinator:

- Supports the strategic files management
- Welcomes the clients and other visitors of the office
- Ensures the efficiency of the working spaces and the ordering of the necessary office supplies
- Assists the accountant in the accounting files management (payroll, billing, etc.)
- Supports the team in the architecture projects by taking care of the profitability management, calls for tenders, contracts, follow-up documents, research, etc.
- Coordinates the communications and the marketing, including the web site, social networks, promotional tools, etc.
- Coordinates the communication between the contributors and the firm
- Writes the records of the meetings and other administrative documents
- Maintains the firm's archiving system up to date
- Accomplishes presentation documents editing as well as graphic tasks

rocioarchitecture

KEY SKILLS

- To have an excellent sense of organization as well as priorities and stress management
- To be polyvalent and to demonstrate thoroughness and attention to detail
- To be able to handle multiple projects simultaneously and to adapt to unexpected situations
- To show leadership and to be comfortable to structure a workload
- To have excellent communication writing skills
- To be dynamic and helpful towards the clients in the office and on the phone
- To have good relational skills and a positive and welcoming attitude
- To be able to be aware of the team's needs
- To have a good judgement, to be autonomous and creative in the research of solutions

PREREQUISITES :

- Minimum of 2 years of experience in a similar job in a company
- To master the Suite office
- Knowledge about the SAGE 50 software (an asset)
- Knowledge about the presentation software InDesign and Illustrator (an asset)
- Fluency in French and English (oral and written)

WE OFFER

- A competitive salary based on the experience
- Group insurance
- The opportunity to work on varied and challenging projects
- Friendly work environment in a vibrant neighborhood
- Easy access by public transit, bicycle or car
- Flexible and people-oriented workplace within a collaborative team where everyone counts
- Continuing education program



Send us your application as soon as possible.
(Cover letter and resume)
admin@rocioarchitecture.com

**Please note that only successful applicants will be contacted. We thank you for your interest in our firm.*

***The masculine gender is used in for the sake of readability without any discrimination for feminine candidates.*