
Junior Office Administrator | Permanent, Full-Time

Who We Are

SRM Architects & Urban Designers is a growing, dynamic architectural firm with a team of over 65 staff. We are currently looking for a Junior Office Administrator to join our Kitchener office and be part of our collaborative workplace.

Transforming communities with purpose-driven design. At SRM Architects & Urban Designers, we are committed to Building Confidence. We achieve this by helping our clients create buildings which blend beautiful spaces, functionality and practicality.

To learn more about us and our work, visit srmarchitects.ca

Why You'll Love Working Here

- **Our Culture:** We believe in a positive, supportive, and collaborative environment where everyone's voice matters. We work hard, have fun, and we're dedicated to creating a space where people can grow, learn, and be their best selves.
- **Growth Opportunities:** We believe in investing in our people; learn, grow, and develop with us!
- **Flexibility:** Enjoy a flexible schedule and a Banked Time System.
- **Perks Galore:** Health and Dental Benefits, a Health Spending Account, Employee Assistance Program (EAP) to support your well-being and participation in the TravelWise program
- **Plan for Your Future:** After one year, we contribute 5% of your base salary to a Registered Pension Plan (RPP), in addition to your regular salary!
- **Celebrate Success:** Participate in our yearly bonus program after one year with us.

What You Will Be Doing

- Be the friendly face of our office: answer calls, manage our inbox, and warmly welcome clients and couriers.
- Help keep our tech running smoothly by assisting with troubleshooting and basic computer setup (in collaboration with our IT team).
- Keep our office stocked and organized by managing supplies and ensuring everything stays neat and functional.
- Bring people together by researching and coordinating lunch & learns, social events & meetings.
- Support internal communications and help build a strong, connected team.
- Work closely with the team, providing general administrative support as needed.
- Get creative with marketing tasks and contribute to exciting projects.
- Assist with project administration, helping teams stay organized and on track.
- Maintain and update document templates alongside our Technical and Design teams.
- Keep files and archives (both digital and physical) well-organized and easily accessible.
- Be the go-to problem solver, offering hands-on support that keeps the office running smoothly behind the scenes.


What We're Looking For

Our Ideal candidate will possess the following qualities:

- Strong communicator: Excellent oral and written communication skills to interact effectively with clients, colleagues, and management.
- Education & Experience: Post-secondary education or equivalent experience in Business Administration, Communications, Marketing, or a related field.
- Tech-savvy & adaptable: Intermediate computer skills with a knack for learning new software and hardware.
- Microsoft Office proficiency: Comfortable using Outlook, OneDrive, Word, Excel, and PowerPoint
- Creative skills are a bonus: Familiarity with Adobe Creative Suite (InDesign, Photoshop, and Illustrator) is an asset.
- Discreet & professional: Ability to handle confidential company and client information with tact and discretion.
- People-oriented: Comfortable interacting with management, staff, clients, contractors, and consultants in a professional setting.
- Highly organized & detail-driven: Strong time management, organizational skills, and the ability to prioritize tasks effectively.
- Self-motivated & proactive: A positive, can-do attitude with persistence and excellent follow-up skills.
- Team player: Open to giving and receiving feedback in a constructive way.
- Industry experience is a plus: Preference will be given to candidates with a background in the Architectural, Engineering, or Construction industry.

Ready to Join Us?

We'd love to hear from you! If you're excited about working in a collaborative and dynamic environment, send us your resume and cover letter to HR@srmarchitects.ca with the subject line "Junior Office Administrator."

 *Please note: This is an in-person position based in our Kitchener office. Only candidates comfortable working full time on-site will be considered.*

At SRM, we're committed to fostering an inclusive workplace and welcome applications from all qualified candidates.

We can't wait to meet you!



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