
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 Marketing and Office Co-ordinator 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.
- Get creative with marketing tasks including maintaining our website, coordinating social media content, and preparing other marketing collateral.
- Prepare engaging materials such as presentations, award submissions, and proposals that reflect our brand and company values.
- Provide executive support by providing assistance to SRM's partners, as required
- Support our office culture by researching and coordinating lunch & learns, social events, and other initiatives.
- 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.
- Support internal communications and help build a strong, connected team.
- 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.
- Work closely with the team, providing other general administrative support as needed

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.
- Creative skills: Familiarity with Adobe Creative Suite (InDesign, Photoshop, and Illustrator).
- Microsoft Office proficiency: Comfortable using Outlook, OneDrive, Word, Excel, and PowerPoint
- Tech-savvy & adaptable: Intermediate computer skills with a knack for learning new software and hardware.
- Collaboration and Task Management: Experience or knowledge of Asana (optional)
- 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 "Marketing and Office Coordinator."

 *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 are committed to providing a fair and accessible hiring process for all candidates. If you require accommodations to participate in any part of the application or hiring process, please contact HR at hr@srmarchitects.ca to make your needs known. We will work with you to ensure a fair and accessible experience. Your request for accommodation will be kept confidential, and you are not obligated to disclose the nature of your disability.

We can't wait to meet you!

