

DIRECTOR OF FIRST IMPRESSIONS

Job Title: Director of First Impressions

Employment Category: Administrative and Support Services

Job Location: London

Full-time (minimum 37.5 hours per week)

Start Date: Negotiable

Nicholson Sheffield Architects Inc. is an award-winning firm based in London, Ontario with over 30 years of experience designing successful projects for a variety of clients and project types.

We are looking for an Administrative Coordinator with a minimum of 1 year of experience to act as a Director of First Impressions, creating an exemplary client experience.

Responsibilities include greeting team members and guests in a friendly, professional and timely manner; answering the phone and directing calls; social media management (Twitter, Instagram, LinkedIn, etc.); website updates; preparation of proposals (InDesign); ensuring meeting rooms and kitchen areas are adequately stocked, clean and well organized; organizing employee social events; marketing research and support, filing, and other administrative duties as assigned.

This position suits a positive individual who is flexible, outgoing, detail oriented, willing to take initiative, motivated, along with strong time-management skills, strong writing and verbal skills, exceptional grace under pressure, a high level of professionalism, and the ability to communicate effectively with all levels of staff and clients.

Required technical skills include proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and Adobe InDesign along with conducting internet research. Experience with Deltek Ajera is advantageous.

Characteristics:

- friendly and communicative
- curious and creative
- critical and exacting
- collaborative
- adaptable
- sense of humour

Skills:

- impeccable organization and management skills
- well-established skills coordinating team efforts, meetings and events
- effective and mature verbal and interpersonal communication to maintain client and consultant relationships
- ability to research and synthesize information quickly
- ability to execute tasks well under tight deadlines
- a strong work ethic geared towards details and deadlines

Experience

Filling this role will not be determined by experience only - we are looking for the right fit for our team. Experience in the Architecture industry is a plus. Construction administration experience is an asset, as is experience with marketing duties including writing and editing proposals, award submissions, and maintaining social media / website content.

Company Profile

NSA is a family of broadly experienced architectural professionals. Our team has earned a reputation for providing a high level of professionalism and service to our clients along with delivering creative and effective design solutions. We also believe in giving back to our community and were the recipients of the 2016 London Chamber of Commerce Award for Business of the Year (Medium Category). We offer competitive salaries and benefits, one of the coolest offices in London, ongoing training opportunities, and a positive environment that allows employee interests and strengths to flourish.

Application Information

Qualified candidates are invited to submit their resume and cover letter via email to info@nicholsonsheffield.ca

Deadline: September 20th, 2019 (11:59:00 PM)

