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JOB INFORMATION

Title:	Administrator
Reports to:	Managing Director
Date Last Reviewed:	July 21, 2022

JOB SUMMARY

The Administrator supports Accounting, the Managing Director, and Project Managers by ensuring timely completion of various administrative tasks.

FUNCTIONS AND RESPONSIBILITIES

- Payroll administration – adding new customers/projects to Quickbooks and managing Quickbooks Time (staff access, reporting, banked time accrual, troubleshooting)
- Supporting Accounting with digital filing of receipts and management of Expensify
- Database administration – entering contacts, creating new projects, new project folders and new service items as needed
- Supporting Human Resources with Onboarding & Offboarding functions, including management of benefits and staff information
- Supporting Project Managers with travel arrangements and other bookings
- Supporting Executive with meeting arrangements, meeting minutes, event planning/coordination
- Supporting Leadership with creation/maintenance of Standard Operating Procedures and other guides as needed
- Coffee room supply inventory and ordering (includes general cleaning, restocking of beverages, and organizing catered functions)
- Answering phones, copying, printing, and archiving of documents
- Handling incoming and outgoing mail
- Other administrative tasks as required

Additional Responsibilities

- Assist with social media
- Assist with safety
- Website maintenance
- Staff gifts (birthdays, work anniversaries)

QUALIFICATIONS

- Bachelors Degree
- Working knowledge of Quickbooks or other accounting software
- Proficient in Microsoft Office
- Effective time management skills and ability to work steadily under pressure
- Strong attention to detail
- Highly organized
- A positive attitude and a belief in teamwork
- Ability to work cooperatively, support and coach co-workers in a positive team environment and share work expertise and knowledge
- Self-motivated with strong initiative
- Fully vaccinated against Covid-19
- Class 5 Driver’s Licence and three years of insurance history with a clean driving record

KEY PERFORMANCE INDICATORS (What does success look like?)

<input type="checkbox"/>	Staff are raving fans
<input type="checkbox"/>	Invoices completed and issued by the end of every month
<input type="checkbox"/>	Payroll completed monthly with no concerns
<input type="checkbox"/>	Completion of quarterly OKRs (to be created with Managing Director)