



WE'RE HIRING

OFFICE AND PROJECT ADMINISTRATOR

Founded in 2006, **CMR Consulting Inc.** is a small boutique consulting firm specializing in Strategic Planning, Indigenous Inclusion, Stakeholder Engagement, Communications, Sustainability and ESG, and Research. We deliver innovative, customized solutions for various industries, Indigenous communities and businesses, Government, private sector, and not-for-profit organizations. We work with our clients to inspire change and deliver results — while having fun because we LOVE what we do!

We are currently seeking an **Office and Project Administrator** to join our high-performance team. If you are excited about using your skills to contribute to the success of our clients, want to work with a bunch of great people, thrive on working in a fast-paced environment, and are passionate about delivering high-quality work, we'd love to hear from you.

Our goal is for you to effectively manage multiple tasks, foresee upcoming needs to ensure readiness for meetings, events, and more. This will enhance our productivity, maintain project organization, and enable us to consistently deliver value to our clients through real-time project updates and invoicing.

What you'll do:

In this role, you'll support our President as an executive assistant, ensure our office runs smoothly, develop and implement processes that optimize our team's performance, and be a daily contributor to creating a positive, collaborative culture and work environment.

You will play a pivotal role in ensuring the smooth functioning of our operations and projects, contributing to our clients' and firm's success. This requires a strategic thinker with a strong background in organizational administrative leadership and project management understanding, together with a keen eye for detail, exceptional organizational skills, and the ability to drive efficiency in day-to-day operations.

The successful candidate will have outstanding interpersonal and communication skills, an obsession for accuracy and detail, strong writing/editing ability, proficiency in Microsoft Office, a love of herding cats, and the willingness to participate in the occasional Friday afternoon dance party.

Key responsibilities:

50% Administration/ Executive Assistant

- Manage the office's overall functionality
- Provide overall administrative support to our growing core team and associates
- Prepare a wide variety of correspondence and documents including letters, forms, reports, templates, spreadsheets, and other documents
- Manage software accounts such as FreshBooks, QuickBooks, etc.
- Create monthly client invoices
- Organize accounts payables and receivables
- Maintain team calendars and email accounts, schedules, and coordinate meetings and conference room bookings



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- Make travel arrangements
- Answer and route incoming calls/emails and manage requests
- Assist with event planning as part of our community engagement service offering
- Support the team as needed with other fun stuff!

25% Project Management

- Coordinate cross-functional teams to ensure successful project execution
- Support the management of project plans, timelines, budgets, and monitor progress
- Identify and mitigate project risks and obstacles
- Collaborate with staff to communicate project requirements and support the deliverables to meet client expectations

25% Operations

- Streamline and optimize internal processes to enhance overall efficiency
- Manage and implement administrative policies and procedures
- Oversee the office, ensuring a safe and productive work environment

Requirements:

- 5+ years of relevant experience in an administrative/professional support function, demonstrating
- Progressive responsibility in high-performance work environments
- Professional level of written and oral communication skills in English
- Strong proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Database management and reporting, graphics and presentations, and template and spreadsheet development
- Proficient at bookkeeping including managing payables, receivables, and preparing invoices
- Efficient in FreshBooks or other similar accounting software
- Strong work ethic and reliability
- Able to work independently with minimal supervision
- Adept at handling multiple tasks/projects simultaneously
- Analytical and problem-solving skills
- A sincere enjoyment of collaborating with people for mutual success

CMR is a small boutique firm. We work closely together and have cultivated a close-knit team. The attributes that we demonstrate that align with CMR's values and culture include:

- Teamwork and collaboration
- Initiative and a willingness to learn
- Honesty and integrity
- Positive attitude and going above and beyond
- Dependable work ethic and reliability
- Critical thinking and a strategic and creative mindset

Start date: July 29, 2024

How to apply:

cmrconsulting.ca | info@cmrconsulting.ca | 1.833.267.4625



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If working with CMR sounds like a good fit for your skill set as part of your career development, the opportunity excites you, sounds challenging and fun, and you have the qualifications required to succeed, we want to hear from you.

Please send a cover letter, resume, and salary expectations to info@cmrconsulting.ca. The job posting will remain active until we find the right candidate.

This is a full-time, downtown Calgary office-based position.

To learn more about CMR's work, clients, and team, visit us at www.cmrconsulting.ca.