

Receptionist & Proposal Specialist

Toronto, Ontario

Hello and Welcome! We are one of the nation's fastest-growing companies for a reason: we deliver reliable, high-quality designs to our clients that maximize cost savings while utilizing the latest technology.

Our offered services include Civil Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, Energy Modeling, and Sprinkler Design. These services then lead to our projects – including Residential, Retail, Offices, Hospitality, Industrial, and Mixed-Use. We focus on maximizing quality while minimizing delays, as we recognize that administrative delays play a crucial role in projects. End-solutions are also the leading edge of our work, comprised of the industry's most updated research and best practices.

The position:

We are actively seeking a creative receptionist and proposal specialist to be the welcoming face to our growing location, along with the ability to produce high-end proposals representing our firm.

What will you be doing?

- Answer and direct phone calls in a polite and friendly manner
- Welcome visitors in a warm and friendly way, and answer any questions visitors have
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment regularly, including a fax machine, a copy machine, and a computer
- Assisting colleagues with administrative tasks.
- Prepare meeting and training rooms.
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Maintain the general office filing system
- Provide excellent customer service.
- Provide writing assistance, strategic input, and take responsibility for the impact, clarity, and delivery of proposals you are assigned to.
- Work closely with our technical staff and Leadership to translate visions into compelling messages that convey Design Work's strengths and differentiating approach
- Work with Leadership to create powerful presentations and arm project teams with the information they need to perform their best at interviews and/or introductory client meetings

#1250 10130 103 St. NW,
Edmonton, AB T5J 3N9

900 W Hastings St,
Vancouver, BC V6C 1E5

#116 8805 Resources Road,
Grande Prairie, AB T8V 3A6

Suite 510 999 8 St.,
Calgary, AB, T2R 1J5

2345 1 Adelaide Street East,
Toronto, ON M5C 2V9

Suite 700 1 Rideau Street
Ottawa, ON, K1N 8S7

What you bring?

- A minimum 2-3 years of relevant experience in an office environment
- A Degree or Diploma in Marketing, Communications, or Design
- Proficient in Microsoft Office & Adobe Creative Suite (InDesign is a must)
- Strong phone skills
- Fluent in English
- Comfortable multi-tasking and prioritizing tasks without guidance
- Excellent interpersonal skills
- Being a natural self starter with the ability to prioritize, self-schedule, meet tight deadlines, and work with colleagues from various departments, market sectors, and locations

At Design Works Engineering we are offering a career rather than a job: supporting our team members to reach their full potential is at the heart of our business for delivering superior value to our clients on each of our building projects.

The most qualified candidates will be contacted directly by Design Works Engineering for further discussion.

Please submit your resume/CV to career@designworkseng.com

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