

## Document Production Specialist/ Project Administrator Winnipeg, MB or Saskatoon, SK

### About the Opportunity

Our thriving Winnipeg and Saskatoon offices are looking to add an enthusiastic full-time Document Production Specialist / Project Administrator to our current team of administrative professionals. As this position will be supporting both our Winnipeg and Saskatoon teams, it is possible to work out of either office. We are looking for a self-motivated individual to complement our existing administrative team and provide project support to our team of professionals. Working alongside Project Leaders, our network of communications specialists and other administrative professionals, you will coordinate the preparation of work programs, proposals, reports, and other professional documents. You will also assist with the day-to-day financial and technical administration of projects.

As an interdisciplinary consulting firm, we deliver work for a variety of audiences on a diversity of subjects and issues – all in service of our higher calling of ‘spirit’ in service for vibrant communities. Supporting our Winnipeg and Saskatoon offices, you will primarily work with our planners, engineers, governance, and finance specialists and other professionals in the delivery of services to local governments and Indigenous communities. In this role, you will help to ensure that we are seen as an organization that takes its work seriously from inception to completion, with a professional and creative approach.

More specifically, as a Document Production Specialist / Project Administrator, your role will include the following. The numbers represent approximate percentages of what the role entails:

**Work Programs and Proposal Production** – Coordinate, format and collect content for proposals, reports, and other project-related documentation. Interpret client procurement documents to identify submission requirements. Review and edit to ensure documents are accurate, consistent, and well-written. Ensure the overall presentation of proposals are consistent with Urban branding and quality. Coordinate with our visual communications specialists. Track, update and maintain proposal support documentation. Working with project teams to meet firm proposal deadlines. ***This will make up approximately 35% of the role.***

**Document Production** – Edit, format, and produce reports, presentations, communication, promotional, and engagement materials, schedules, and budgets primarily using Adobe InDesign, MS Word, MS PowerPoint and MS Excel. Ability to communicate information visually and graphically in a variety of ways. Coordinate with our visual communications specialists to develop market and region-specific materials for the company. Ability to accommodate short turn-around times. ***This will make up approximately 40% of the role.***

**Project Administration** – Proactively supports the coordination of projects throughout all phases from initiation to completion. This may include monitoring project status, providing research support, interpretation of funding programs, drafting documents, assisting Project Leaders with the completion of grant and funding applications and paperwork such as basic financial reports and project invoicing. ***This will make up approximately 15% of the role.***

**Quality Management** – Develop knowledge of the quality system and liaise with team members to ensure that standards are being met in terms of project documentation, peer review, etc. Take responsibility for the quality and consistency (using company guidelines) of outgoing products including proofreading, formatting, and coordinating. ***This will make up approximately 5% of the role.***

**Branch Administration Support** – Leading several administrative tasks associated with supporting the continued growth and evolution of our business. ***This will make up approximately 5% of the role.***

Due to COVID-19, the opportunity to work remotely and from home does exist. Thinking beyond the COVID-19 pandemic, it is expected that the Document production Specialist / Project Administrator would be available to partake in some activities in-person, such as attending meetings, participating in branch activities, and collaborating on projects. Therefore, the individual would need to reside in either Winnipeg or Saskatoon.

## About You

The ideal candidate for this position is a proactive and energetic self-starter who is committed to providing outstanding service both to the internal team and to Urban Systems' clients. Candidates with previous related experience will be given preference. Experience in a professional service firm in a similar capacity is considered an asset. In addition, we are looking for the following skills, strengths and abilities:

- Technically proficient and experienced with all Microsoft Office programs, with advanced knowledge of Word, PowerPoint and Excel – ***this is a core skill set for the role;***
  - Ability to utilize Excel to create and track project schedules and budgets.
  - Ability to utilize Excel's graphing capabilities to create visually attractive representations of data.
- Technically proficient and experienced with Adobe Creative Suite (InDesign is a core skill for the role);
- Positive outlook and highly developed interpersonal skills – the ability to quickly develop a rapport with staff and clients (internal and external);
- Comfortable with short deadlines;
- Strong service orientation – meets the needs of the team and internal clients by responding to requests efficiently and effectively;
- Takes ownership and initiative;
- Thrives in a fast-paced environment;

- Organized and able to multitask;
- Excellent proofreading skills; and,
- Strong attention to detail.

## About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned interdisciplinary consulting firm based in Western Canada. In business since 1975, we have over four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 450 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

## Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- Challenging and interesting project opportunities;
- A fun workplace, where hard work accomplishes great things;
- The opportunity to work with industry leading professionals in a collaborative environment;
- Ongoing career development and learning; and
- Meaningful rewards and recognition.

## How to Apply

If this posting describes your background, your skills and your natural talents, please check out our website for more information and submit your resume, cover letter.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: **Tuesday, July 6, 2021, at 11:00 am CDT (10:00 am CST)**