

Why Join SMS Engineering?

We have a saying that people come for the projects and stay because of the people. It's why the brightest join our team – it's an exciting, and supportive, place to work.

We're a fast-paced business, which provides variety and challenging work offering the opportunity to expand your knowledge base and explore what really makes you tick.

Our collaborative environment will nurture your creativity while nudging you to expand your role within our firm.

Our ownership group is active in our daily operations and promotes an open-door policy of idea-sharing and continuous process improvement. This access to all levels of our organization provides an opportunity for career progression and to make an impact across all levels of our organization.

Our multi-disciplinary team has grown and branched out throughout the decades because we encourage our employees to develop in their careers and help them achieve their goals.

We collaborate with other leading providers in our industry, sharing innovative ideas and achieving lofty goals.

About SMS Engineering

SMS Engineering is a privately owned consulting engineering firm headquartered in Winnipeg providing pre-development and planning to design and contract administration of projects to local and national clients. Our engineering specialist team delivers award-winning innovative solutions to built environments.

We pride ourselves on providing outstanding designs to our clients, and we value our employees. Our workplace embraces a culture in which we never stop learning, which enables our team to develop and thrive throughout their careers. We look for people who are masterful, rigorous, collaborative, caring and accountable. Our team is open-minded and made up of people who value excellence, ingenuity, and accountability.

Are you our next Admin, Marketing & Communications Support Staff?

We're seeking an **Admin, Marketing & Communications Support Staff** who will be responsible for providing general administrative and marketing communications support to the team. The ideal candidate will have excellent communication and interpersonal skills, effective attention to detail and a high degree of accuracy. **This is a 12-month term position with the possibility of extension.**

In this role you are expected to:

- **Maintain standards for administration and documentation:**
 - Manages the administrative support for Contract Administrators Department.
 - Printing and binding specifications, drawings, and addendums.
 - Set up projects and upload drawings and specifications on Autodesk Construction Cloud.
 - Maintain and share files through the SMS Drop Box as requested.
 - Assist contract administration staff with various technical issues, as required.
 - Assist CA staff with meeting minutes, change orders and progress claims.
 - Act as back-up support for RFIs, reception, handling occupancy letters, and coffee for meetings.
 - Decorating office for birthdays/anniversaries and company events not related to the social committee.
 - Organize and run monthly contract administration team meetings, including creating an agenda, preparing, and distributing meeting minutes.

- **Assist with Marketing and Communications initiatives:**
 - Update and maintain marketing materials to align with brand standards.
 - Support the coordination and execution of promotional events and campaigns.
 - Manage and track promotional inventory and research new ideas for branded items.
 - Assist in the creation and scheduling of social media content.
 - Design simple graphics and visuals for communication pieces.
 - Help organize and prepare materials for events, and new employee or client welcome packages.

The anticipated annual salary range for this position is \$40,000 - \$45,000 but will be dependent on the successful candidate's qualifications.

What You Bring:

- Demonstrated proficiency in Microsoft Office, Bluebeam, Adobe Creative Suite and Canva.
- Experience with email and computerized calendars is required.
- Knowledge of mechanical and/or electrical terminology would be an asset.
- Experience with reception duties preferred.

- Ability to learn and adapt to new computerized programs.
- Excellent communication skills, verbally and in writing with attention to detail.
- Demonstrated problem-solving skills.
- Ability to prioritize a large workload and independently complete a variety of administrative duties.
- Ability to work in a fast-paced environment and work effectively under pressure to meet deadlines.
- Ability to establish and maintain good working relationships with all levels of staff.
- Ability to maintain confidentiality.
- Effective attention to detail and a high degree of accuracy.
- Familiarity with social media platforms.
- Ability to create clear and engaging content for internal and external communications.

Education and Experience

- A minimum of 1 year of experience in administrative, marketing, communications support role.
- Completion of high school education required.
- Office Administration diploma/certificate preferred.
- A combination of post-secondary education and working experience may be considered.
- Experience with content creation and basic graphic design is a plus.
- Experience in a consulting or a professional services company is essential.
- Experience in the Architecture/Engineering/Construction industry is preferred.

To Apply

If you're interested in applying for the position of **Admin, Marketing and Communications Support Staff**, you're invited to submit a cover letter and resume in confidence to careers@SMSeng.com. Please provide your documents in PDF format and note the position in the subject line. We thank all applicants for their interest however, only those applicants selected for an interview will be contacted.