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Position: Office Assistant / HR Support

Date: Open immediately

RAW Design is a leading architectural and design studio in Toronto, known for its creative, client-focused approach. With a blend of international design sensibility and local expertise, RAW emphasizes site opportunities and collaboration, avoiding rigid design conventions. As a medium-sized studio, RAW fosters a collaborative environment where every voice contributes to delivering innovative solutions to design challenges.

RAW Design is a dynamic studio with 60 employees. We seek a collaborative and communicative individual eager to grow with us by developing, implementing, and managing studio processes, procedures, and efficiencies.

Responsibilities

General Administration

- General Reception: handling incoming calls, managing incoming/outgoing mail, copying/distributing files and supporting visitors. Communications to staff.
- Communicate and coordinate with property management and office cleaners.
- Provide part-time executive assistance to Partners.
- Assist with proposal work as needed.
- Create and refine an electronic filing system for office folders, particularly on the communal drive.
- Lead person for office events, including special celebrations and general event management. Plan and execute annual summer and winter events, including the December holiday party. Organize charitable and extracurricular events as initiated by staff.



Human Resources

- Oversee new hire onboarding.
- Finalize and maintain the Company Policy Handbook.
- Manage office calendar, track changes, and communicate updates, coordinating with staff and management.
- Coordinate annual staff reviews, including documentation and communication with reviewers and accounting.
- Manage communication with staff regarding leave, work visas, and sponsorships.
- Monitor continuing education and maintain logs in the HRIS system.
- Approve and track parental leave schedules, coordinating with accounting and logging details into the HRIS system.
- Assist with employee benefits annual renewal packages and document controls.
- Stay informed and up to date with employment legislation.
- Lead the Joint Health and Safety Committee.

IT, Security, Central Electronic Document Filing and Controls

- Manage office alarm and security systems, including adding/removing employees from the system, distributing and retrieving FOBs and keys, and investigating alarms.
- Assist office IT tech with computer hardware purchases, including software and accessories.
- Coordinate with external IT consultants for computer monitoring and setup, ensuring new hires have fully operational workstations from day one.
- Assist with document recovery and unlocking PDFs/documents for staff.
- Assign desks and workstations in a hoteling/shared workstation environment.
- Support during power outages, including rebooting individual workstations, managing computer logins, and addressing viruses.



Qualifications

- Three to five years of experience in Office Administration, preferably within a creative studio environment. CHRP professional designation is a plus.
- Strong attention to detail and a commitment to producing accurate, complete, and well-coordinated documents in a time-sensitive environment.
- Proficiency in MS Software (Word, Excel, Bluebeam) and various self-serve and online data entry platforms mandated by suppliers and clients. General Proficiency with computers and technology required.
- Excellent organizational and technical skills.
- Good math skills to assist Partners with project expense management and data entry.
- Exceptional verbal and written communication skills.
- To succeed in this role, you must be a problem-solving self-starter who is assertive, flexible, enthusiastic, and generally maintains a sunny disposition.

To apply for this position, please forward your CV to co@rawdesign.ca. Indicate "Office Manager 2024" in the subject line. As salary is commensurate with education, certification, and experience, we offer a salary range between \$75,000 - \$80,000.

No phone calls or walk-ins, please, and no agencies. We thank all applicants for their interest; however, only those under consideration will be contacted.