

Position:	Office Administrator
Sector:	n/a
Job type:	Permanent full-time
Location:	Ottawa District Office
Salary Range:	\$45,000-\$60,000
Posting No:	2026-02-11-070A-00
Posting Type:	New position

ASCO's Office Administrator provides centralized administrative, organizational, and coordination support to ensure the efficient operation of office and project-related functions. The role includes managing correspondence, maintaining safety, project and corporate documentation, coordinating meetings and schedules, controlling records and filing systems, processing routine financial and clerical tasks (such as invoices, time sheets, and expense reports), and supporting procurement and office resource management. In addition, the Office Administrator assists with compliance-related activities, including maintaining health and safety records, tracking training and certifications, supporting regulatory and contractual documentation, and facilitating communication between management, project teams, subcontractors, suppliers, and clients. The position functions as a key operational support role that helps maintain workflow efficiency, documentation accuracy, and overall organizational effectiveness.

Some of the Office Administrator responsibilities include:

- Assist with office management & operations
- Handle incoming calls and greet visitors
- Assist with new employee onboarding
- Manage the Company's vehicle fleet
- Provide support to the Health & Manager
- Provide support to the Estimating & Project Delivery teams.

The preferred candidate will:

- Have two (2) five (5) of office administration experience, preferably with a General Contractor or in the construction industry.
- Hold a high school diploma or college degree in administration.
- Have excellent communication skills in English (verbal and written). Bilingual (English/French) candidates are preferred.
- Be customer service focused and results oriented.
- Be enthusiastic, professional and courteous
- Have intermediate to advanced knowledge of the MS Office Suite, including Word, Excel, and Outlook.
- Have basic knowledge in construction health & safety and hold a valid First Aid CPR certificate.
- Be able to respond and perform effectively and efficiently under stressful conditions and to meet tight deadlines.
- Be eligible for security clearances and possess a valid driver's license

Employment Benefits

- Health, Dental, and Disability benefits program
- Employee Family Assistance Program
- Matching RRSP program (up to 5% of base salary)
- Profit-sharing opportunities
- Performance and merit-based recognition
- Health and Wellness (flexible hours, work-life balance)
- Continuing Education reimbursement program
- Health and Safety Award Program
- Professional and career development opportunities

Apply today by submitting your resume to: hr@ascoconstruction.com

About ASCO

ASCO Construction Ltd is a privately-owned, family-oriented, construction services and solutions provider serving the Canadian construction market. In 2025, ASCO celebrated 37 years of successful operations with a solid track record of completed projects in the Water & Wastewater Infrastructure and Industrial, Commercial & Institutional market segments and we continue to safely deliver projects valued to upwards of \$200mm.

At ASCO, our core values drive how we do business and how we interact with our employees, business partners, customers, and the community in which we operate. Our people are passionate about construction and about providing cost effective solutions. We love building things that matter, and we love challenges. We are innovative and creative in our initiatives. We do the job right the first time and exceed expectations while respecting agreed upon timelines.

The strength of our team lies in the combined experience and expertise of our people. We are awesome with each other and accountable to one another. We approach every business relationship as a partnership. Our priority is to safely deliver safe construction projects while creating value for our customers and maintaining long-term business relationships with all our partners.

Equal Opportunity Employer:

*ASCO is an inclusive and equal opportunity employer. We are committed to fair and equitable employment practices and do not discriminate against employment opportunities or practices on any basis protected by the **Ontario Human Rights Code**. Employment decisions are based on merit, qualifications, and abilities.*

Accessibility & Inclusion:

We are committed to an inclusive and accessible recruitment process. Accommodation for applicants with disabilities will be provided upon request at any stage of the hiring process.

Use of Artificial Intelligence:

We may use artificial intelligence-enabled tools to assist with the screening of applications. These tools are designed to support fairness and consistency in our hiring process, and all final hiring decisions are made by our recruitment team.

We wish to thank all applicants for their interest but regret that only those selected for an interview will be contacted.