

COHOS EVAMY

i n t e g r a t e d e s i g n

Cohos Evamy integratedesign™ is a fully integrated architectural, engineering, interior design, urban design and planning firm, with a special culture and spirit. Employing over 400 people, Cohos Evamy is committed to sustainability and excellence in design and client service. We have an exciting opportunity for a:

Senior Administrative Assistant, Toronto Studio

About the Role

Are you looking for a new and challenging role? Tailor-made for the experienced administrative assistant, this position offers lots of variety. Put your exceptional organization and administrative talents to great use at Cohos Evamy where you'll:

- Provide executive assistant support to a very lively Principals;
- Lend your word processing skills to our proposal teams;
- Maintain our client database and much more!

Qualifications

If you enjoy working with professionals and have 5-8 years of work experience in an administrative capacity, then we'd like to hear from you! Candidates must have advanced skills in Microsoft Word, Excel and Powerpoint and exceptional verbal and written communication skills. Smart, motivated and friendly individuals are encouraged to apply.

Why Work for Cohos Evamy?

- Our team in the Toronto studio is fun, creative and active in the community;
- Cohos Evamy offers first-class internal training and development;
- We offer competitive compensation and benefits; and,
- Cohos Evamy is an award-winning company that is committed to sustainable, integrated design. In fact, the grass is greener in Cohos Evamy's Toronto studio! We anticipate being awarded LEED Gold certification as a result of our recent studio renovations.

How to Apply

Please submit your resume in confidence to careers@cohos-evamy.com. We thank all applicants for their interest however only those selected for an interview will be contacted.

Visit our website at: www.cohos-evamy.com