

Position: Office Administrative Assistant (NOC 13110)**Job Description:**

The Office Administrative Assistant works to support RFP Solutions' personnel in the smooth operation of the organization and the research and development of procurement related documentation and organizational strategies. They provide support to overall remote office administration including general administration and external client communication (telephone & in writing), marketing and events, client service, assistance with human resources and travel requirements, bookkeeping and invoicing, internal contract management, vendor management, and project file management.

Responsibilities:

The main duties of the Office Administrative Assistant are:

- Prepare, edit, convert, proofread and distribute correspondence, invoices, expense reports, documents (proposals, minutes, reports, etc.), spreadsheets, and presentations, using MS Office, Adobe, QuickBooks and online tools.
- Receive and distribute incoming regular and electronic mail, including website and social media inquiries, and other materials.
- Answer telephone and electronic inquiries and relay calls and messages. Greet clients, ascertain nature of business.
- Communicate effectively by phone and email, ensuring all duties are completed accurately and delivered with high quality in a timely manner.
- Ensure team communication and coordination on responses to prospective leads, verification of contract, invoicing and file management statuses.
- Schedule and confirm appointments and meetings (internal and project-based); maintain group calendar.
- Maintain inventory of office supplies and marketing collateral/products. Research products, prepare and request quotations and validate timely receipt and quality of products ordered.
- Maintain digital and manual information filing systems (internal and external). Proactively check for updates required on websites, social media, and corporate account profiles.
- Compile data, statuses and other information to support research, tracking and maintaining all aspects of corporate information and documents pertaining to prospect and contract management of new and existing clients.
- Proactively identify, communicate and track RFx opportunities, proposal writing and manage proposal statuses for timely submissions.
- Maintain and develop new proposal templates, experience summaries and other marketing collateral, and associated data.
- Attend and engage with prospective clients at industry events (e.g., CIPMM, etc.);
- Maintain and develop procedures, process maps and checklists on a variety of subjects; and
- Support other related internal projects, client initiatives and team needs.

Qualifications

- Have a degree or diploma relative to business or office administration, business management, business marketing or an equivalent level of education and experience;
- Have a minimum of 5-7 years' work experience in a client-facing role, with a focus on building and maintaining professional working relationships with clients and team members;
- Experience in preparing professional proposals and knowledge of online tendering systems for proposal submission (e.g., Ariba, Biddingo, Bonfire, MERX, etc.);
- Have 1-3 years' accounting or bookkeeping administrative experience;
- Exposure to website development/web publishing;
- Have excellent English written and verbal communication skills;
- Have experience in supporting multiple projects and day-to-day tasks simultaneously, and are able to set and adapt priorities to meet timelines and objectives;
- Have strong working knowledge of Adobe, MS Office (Outlook, Word, PowerPoint, Excel, Teams) and QuickBooks;
- High level of accuracy and works with great attention to detail;
- Quick learner who works in a tactful, respectful, ethical manner.

Asset Qualifications

- Bilingualism (French and English);
- Knowledge of WordPress;
- Procurement knowledge.

Terms of Position: Position start date March, 2026. Subject to satisfactory completion of an initial probationary period, this position is intended to be a permanent position.

Location: Headquartered in Ottawa (National Capital Region). Combination of on-site and remote work required. Successful candidate must be willing to travel within the province to attend meetings.

Some of What We Offer:

- Salaried basis, \$28.85/hour
- Health benefits
- Insurance program
- Flexible vacation package
- Work-from-home options (Hybrid)

How to Apply:

Please send a PDF version of your Cover Letter and your Résumé to apply@rfpsolutions.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

RFP Solutions Inc. welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About RFP Solutions

For over 30 years, RFP SOLUTIONS Inc.'s team of procurement and contracting specialists has proudly assisted public sector clients in procuring a wide variety of services, solutions, goods, and construction requirements, in addition to supporting major capital and transformational projects. We are located in Ottawa and work at all levels of the public sector, with organizations across the country. Our trusted procurement and fairness advisory services support clients both at specific stages in the process and across the full procurement life-cycle, from strategy and planning, through implementation, award and contract management.

Our procurement services include assisting clients in analyzing and defining requirements, developing strategies and effective procurement documents, administering solicitations and conducting market engagement, facilitating the evaluation of industry responses including supporting tools and training, and providing other related advisory services and tools to aid in award, debriefing and contract management. We provide both transaction-specific and organizational level procurement support.

Our fairness advisory services, through the observation of our independent monitors, provide clients, industry and the public with additional assurance that the procurement process is conducted in accordance with applicable legislation and policies, and in a fair, open and transparent manner. We also provide procurement consulting services to assist organizations in organizational and topic-specific procurement reviews, audits and studies, develop policies, processes and tools, and provide training related to all aspects of procurement, contracting, and materiel management.

RFP Solutions Inc. is an equal opportunity employer and we are committed to a diverse and inclusive company culture.

For more information, please visit rfpsolutions.ca.

We Love Procurement . . . It's all we do!

