



Administrative Assistant – 35 Hours/week

The Position:

The Administrative Assistant provides professional office support to manage the day-to-day administrative tasks of our office. The successful candidate will have a positive attitude, a desire to work as efficiently as possible, with excellent personal communication skills and have the ability to undertake a variety of office tasks. This person will be comfortable with a high degree of attention to detail and discretion while managing multiple tasks and who can operate effectively with little or no supervision.

Duties:

- Primary contact for all inquiries in person, by phone and/or email and direct to appropriate offices.
- Collect, record and deposit housing payments;
- Maintain office supply inventory and equipment;
- General office support including (but not limited to) mail duties, photocopying, filing, room bookings;
- Maintaining files and updating file system (both paper and network);
- Provide general support to Quint staff members
- Assist with the organization of Board meetings, the Annual General Meeting and other community gatherings;
- Assist with the organization of staff meetings, retreats and events;
- Advise community organizations, applicants and other interested groups about Quint programs.

Qualifications:

Skills & Abilities:

- Attention to detail and problem solving skills;
- Ability to foresee and identify potential duties to be completed;
- Excellent interpersonal skills with a helpful and friendly disposition;
- Strong written and oral communication skills;
- Excellent time management skills and ability to prioritize work;
- Excellent computer skills; with working knowledge of Microsoft Office, proficient with Excel spreadsheets;
- Ability to work independently and as part of a team.

Knowledge:

- Understanding of the issues faced by lower-income families, individuals and neighbourhoods;
- Experience working at the community level with community-based organizations;
- Understanding of community economic development practices;
- Minimum Grade 12 with minimum 2 years recent administrative experience

Requirements:

- Must have valid driver's license and access to a vehicle;
- Ability to provide a criminal record check.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates.

To apply, send your resume and a cover letter explaining why you would be a good fit by Noon Wednesday August 18, 2021 to:

Attention: Laverne Szejvolt
Quint Development Corporation
101-1120 20th Street West,
Saskatoon, SK S7M 0Y8
Or fax to: (306) 683-1957
Email: laverne@quintsaskatoon.ca

**Thank you for your interest in this position.
We will only contact those applicants selected for an interview.**