



Administrative Assistant – 32.5 Hours/week; starting at \$19.10/hour, based on education and experience.

Quint Development Corporation is a community-driven organization based in Saskatoon's core west-side neighbourhoods. We work to build strong, inclusive communities by creating affordable housing, supporting employment and training, and driving local economic development. At Quint, we believe in fostering real opportunities that lead to lasting change.

The Position:

The Administrative Assistant provides professional office support to manage the day-to-day admin 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;
- Able 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;
- 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 4:00 pm Monday September 1st, 2025 to:**

Attention: Julia McCormick
Quint Development Corporation
101-1120 20th Street West, Saskatoon, SK S7M 0Y8
Email: julia@quintsaskatoon.ca

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