



Office Administrator – 25 to 30 Hours/week; wage dependent on experience and skills

Quint Development Corporation is a community based organization in Saskatoon's core west-side neighbourhoods. Through affordable housing, employment and training programs, community development initiatives and social enterprise, we work alongside residents to build strong, inclusive neighbourhoods and create opportunities that improve lives.

We're looking for an organized, proactive person who enjoys variety and wants to make a difference. As our Office Administrator, you'll be the organizational hub that helps keep Quint running smoothly. Supporting every program across the organization, you'll provide office administration, coordinate meetings and events, assist with all programs and ensure staff have what they need to serve our community.

What you'll do:

- Support all Quint programs with day-to-day administrative needs.
- Coordinate meetings, prepare agendas, take minutes and assist with Board and AGM planning.
- Help organize staff meetings, retreats and organizational events.
- Receive rent payments, prepare deposits and maintain accurate records.
- Assist data entry, reconciliations, and supporting financial documentation.
- Welcome visitors and respond to phone and email inquiries.
- Maintain office equipment, supplies, filing systems and general office operations.
- Provide information about Quint's programs to community members and partner organizations.

We're looking for someone who:

- Is exceptionally organized, detail-oriented and able to manage multiple priorities.
- Takes initiative and enjoys figuring out what needs to be done.
- Has excellent communication and people skills.
- Is comfortable working with confidential information.
- Is proficient with Microsoft Office, particularly Excel.
- Enjoys working with people from diverse backgrounds and values community-based work.
- Has related administrative experience. Related education or bookkeeping experience are considered assets.

A valid driver's licence, access to a vehicle and a satisfactory criminal record check are required.

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 Friday August 7th, 2026 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.