

**About Us:** North Prairie Developments, one of Saskatchewan's most experienced builders, is dedicated to superior craftsmanship and excellent customer service. Our commitment to creativity and innovation drives us to provide quality, affordable homes. We pride ourselves on fostering a collaborative and inclusive work environment, valuing our employees' competence, work ethic, and attitude, and providing opportunities for personal growth and development. Every team member's contribution is valued in our dynamic and innovative company.

**Job Overview:** We are seeking a highly organized and detail-oriented Administrative Assistant to join our team. The successful candidate will provide essential support to our staff, ensuring smooth day-to-day operations and efficient administrative processes. This position offers opportunities for advancements.

**Key Responsibilities:**

- Answering and directing phone calls and emails to appropriate parties
- Greeting visitors and managing front desk operations
- Scheduling and coordinating meetings, appointments, and travel arrangements
- Preparing and editing documents, reports, and presentations
- Maintaining and organizing office files, records, and supplies
- Handling incoming and outgoing mail and packages
- Coordinating office maintenance and repairs
- Assisting the Office and Marketing Coordinator with meetings, special projects, staff events, and additional tasks as needed
- Other duties as required

**The Ideal Candidate:**

- Strong ability to multitask, set and achieve priorities, and meet deadlines
- Effective oral and written communication skills
- Well organized with high accuracy and strong attention to detail
- Proven experience as an administrative assistant or in a similar role
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Teams) and Adobe (Acrobat)
- Experience with Adobe Photoshop is an asset but not required
- Professional demeanor and a customer-service oriented attitude
- Ability to work independently and as part of a team
- Adaptability and willingness to learn new skills
- Valid drivers license

**Why Join Us:**

- Competitive salary and benefits package
- Opportunities for professional development and career growth
- Positive and collaborative work environment

**How to Apply:** Interested candidates should submit their resume and a cover letter detailing their qualifications, experience and expected salary to Teagen Williams at [teagen@northprairiehomes.com](mailto:teagen@northprairiehomes.com).

While we sincerely appreciate the interest of all applicants, only those candidates selected for an interview will be contacted.