



Job Posting

Date – Oct 31, 2025

Our Mission

“We work hard to take care of our family and yours by developing relationships and building our communities.”

What We Do

Zak's Building Group includes:

- Construction Division
 - Residential - Ready-to-Move and On-Site Homes and Cottages
 - Agricultural - Barns, Shops, and Pole Buildings
 - Commercial - Design Build Projects
- Retail Division
 - Home Hardware Building Centres – Hague, Warman, Central Ave and 51st Street in Saskatoon.

Position

We are building our team for our new store, and are looking for:

- Title – **Phone Reception and Assistant Receiver**
- Location – **Saskatoon, SK – 51st Street**
- Scope – **Full-Time (Tuesday to Saturday)**

Store Info

Zak's Building Group is opening their 4th Home Hardware Building Centre Store on 51st Street in Saskatoon. This retail footprint of the store is 24,700 sf. The building materials yard will consist of a warehouse and outside yard space. Store renovations are in the works, and we hope to open to the public in Fall 2025.

Key Responsibilities

- Answer incoming calls and direct inquiries to appropriate departments
- Provide friendly and helpful customer service over the phone and in person

- Support the receiving team with checking and sorting incoming shipments
- Assist with inventory organization and labeling
- Communicate effectively with purchasing and inventory control teams
- Maintain a clean and organized workspace
- Other administrative duties will be assigned

Qualifications

- Previous customer service or retail experience preferred
- Strong phone etiquette and communication skills
- Basic computer skills and comfort with inventory systems
- Ability to multitask and work in a fast-paced environment
- Willingness to assist with physical tasks in the receiving area
- Team-oriented with a positive attitude
- Receiving experience an asset

Zak's Offers

- Competitive wages
- Benefit plan
- RRSP/DPSP plan
- Lifestyle Spending Account
- Growth Opportunities
- Support Staff for Administration, Inventory Control, and Stock Purchasing, from our Head Office in Hague, SK.

How to Apply

- Online - <https://zaksbuilding.com/careers/> - Fill out form and upload resume.

Hiring Manager

- Clint