



Job Posting

Date – May 11, 2025

Our Misson

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

What We Do

Zak's Group of Companies comprises of a Construction Division specializing in Residential and Cabinetry, Agricultural, and Commercial projects, as well as a Retail Home Hardware Division in Hague, Warman and Saskatoon.

Position

We're looking for a friendly and organized **Admin Assistant** to join our team in Hague, SK! This a part-time position, but could be full-time for the right individual. This role is ideal for someone who enjoys helping others, thrives in a fast-paced environment, and brings a positive attitude to every interaction.

Responsibilities

- Greet and assist visitors, clients, and staff in a professional and welcoming manner
- Answer and direct phone calls and emails
- Manage incoming and outgoing mail and deliveries
- Maintain a clean and organized reception area
- Assist with scheduling appointments and meetings
- Support administrative tasks such as filing, data entry (AP & AR), and document preparation
- Coordinate with other departments to ensure smooth communication

Requirements

- Previous experience in a receptionist or administrative role is an asset
- Strong communication and interpersonal skills
- Proficiency with Microsoft Office and general computer skills
- Ability to multitask and stay organized
- Professional appearance and demeanor

Zak's Offers

- Competitive wages
- Benefit plan
- RRSP/DPSP plan
- Lifestyle Spending Account
- Growth Opportunities

How to Apply

- <https://zaksbuilding.com/careers/> - Fill in the form and attached your resume