

Administrative Assistant

Baydo Development Corporation

Job ID

9080

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LOCATION	DATE POSTED	EXPIRY DATE	
101-127 Mcleod Ave, Saskatoon, S7M 4P9, Saskatoon, SK Saskatchewan	10-04-2026	07-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 26.0 per hour	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Administrative Assistant (NOC 13110)

Employer: Baydo Development Corporation

Business Address: 101-127 Mcleod Ave, Saskatoon, S7M 4P9

Work Location: 101-127 McLeod Ave, Saskatoon, SK. S7M 4P9

Term: Permanent, full-time

Working Hours: 40.0 hours /week

Salary: \$26.00 / hour

Language of work: English

Benefits: Disability insurance, dental insurance, Employer provided pension, Extended medical insurance

Start date: As soon as possible

Job Description

Company Introduction

Founded in 2010 and headquartered in Saskatoon, Baydo Development is a vertically integrated real estate developer and construction firm operating across Saskatchewan, British Columbia, and Alberta. As one of Western Canada's fastest-growing residential developers, the company has received multiple housing excellence awards from the Saskatoon & Region Home Builders' Association (SRHBA) and the Saskatchewan Landlord Association (SKLA). With a fully integrated model covering urban planning, smart-home technology, and large-scale residential construction, Baydo delivers high-quality high-rise and rental developments. To support continued growth and ensure smooth daily operations, we are seeking a dedicated Administrative Assistant for our Saskatoon office.

Job Duties

- Coordinate cross-functional administrative tasks and priorities to support multiple departments and ensure smooth daily office operations.
- Prepare, edit, and archive construction contracts, sales quotes, invoices, and property management agreements, etc.
- Assist with basic finance tasks, such as verifying payments, preparing cheques, processing invoices and EFT/bank deposit, following up payments, etc.
- Establish and maintained both physical and digital filing systems for project-specific documents, construction contracts,

management agreements etc.

- Perform data entry as required to related computer systems and databases.
- Update product labeling, price lists, and promotional info in the ERP system and corporate webpages to ensure data accuracy.
- Monitor and order office supplies, and handle daily administrative tasks such as couriers, scanning, and printing.
- Manage phone and email inquiries from clients, suppliers, subcontractors and coordinate internal communication across departments.
- Schedule appointments and meetings for management and coordinate logistics for sales and promotional events.
- Compile data and other required information such as monthly contracts volume to support cross-departmental reporting and inform strategic planning

Job Requirements

- Completion of Secondary school is Mandatory.
- Post-secondary diploma or certificate in Business Administration, Office Administration or a related field is preferred.
- Minimum 1 year of administrative experience is required
- Proficiency with Microsoft Office (Word, Excel, Outlook)
- Experience in real estate, construction, or property management environments is preferred
- Experience with QuickBooks is preferred.
- High attention to detail and accuracy in documentation and data entry
- Strong organizational and time-management skills
- Ability to coordinate with multiple stakeholders
- Ability to prioritize tasks in a fast-paced environment
- Ability to work independently while maintaining strong team collaboration

How to apply

Please submit your application by email to careers@baydo.ca.

Kindly include “Administrative Assistant” in the subject line.