
Job Title: Administrative Assistant
Company: RST Maintenance, LP
Location: Saskatoon, SK
Job Type: Full-Time

About Us:

RST Maintenance is a dynamic and growing snow removal and landscaping business known for our commitment to excellence, efficiency, and client satisfaction. We are seeking a highly organized Office Administrative Assistant to join our team and serve as the operational backbone of our business.

Job Summary:

You will be responsible for all front-office activities, assisting management, handling client and employee communications, and supporting key functions such as scheduling and bookkeeping. You will serve as the central point of contact between the office, clients, and field crews.

Office:

- Oversee daily office operations
- Maintain organized digital and paper records
- Act as a liaison between field crews, clients, and management
- Coordinate schedules and monitor job status updates

Administrative Duties:

- Answer and direct incoming calls and emails
- Greet visitors and maintain a professional front office
- Order supplies and maintain office cleanliness and organization
- Manage daily office functions independently with little supervision.
- Prioritize and manage multiple responsibilities efficiently in a fast-paced environment

Bookkeeping Support:

- Assist with invoicing, billing, accounts payable/receivable

Client & Employee Communication:

- Follow up with clients, schedule services, and resolve complaints
- Help maintain a positive and professional company image

Qualifications:

Experience: Minimum 1-2 years of on-the-job administrative experience, preferably in the trades, construction, landscaping, or similar fields

Skills:

- Strong communication, interpersonal abilities, and problem-solving skills
- Proficiency in office software (Microsoft Office, Google Workspace, and accounting software)
- Excellent organizational and multitasking skills
- Ability to handle confidential information professionally
- Must be self-motivated, reliable, and able to work independently without constant supervision

Preferred Assets:

- Certified administrative training program
- Basic knowledge of health and safety regulations in the field
- Basic knowledge of WCB and OH&S procedures and filings

Compensation & Benefits:

Competitive salary based on experience & Benefits available after probation period