

Administrative Officer

Fly on the Wall Security

Job ID

39398

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LOCATION	DATE POSTED	EXPIRY DATE	
2117 Faithfull Avenue, Saskatoon, SK Saskatchewan	15-03-2026	11-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.50	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Position Title: Administrative Officer
NOC Code: 13100
Company Name: Fly on the Wall Security
Business Address: 2117 Faithfull Avenue, Saskatoon, SK S7K 1T8
Work Location: Same as above
Language of Work: English
Employment Type: Full-time, Permanent
Hours of Work: 30 hours per week
Wage: \$28.50 per hour
Overtime Pay: In accordance with Saskatchewan Employment Standards
Start Date: As soon as possible
Number of Positions: 1

Job Overview

Fly on the Wall Security is seeking a competent and detail-oriented Administrative Officer to oversee and coordinate daily administrative operations and support the efficient functioning of our business office in Saskatoon.

The successful candidate will be responsible for supervising administrative procedures, maintaining office systems, and ensuring effective internal coordination. This opportunity is open to individuals at different stages of their careers, including recent graduates and early-career professionals who have developed relevant administrative experience and are looking to grow within a structured business environment.

Key Responsibilities

- The Administrative Officer will perform the following duties:
- Establish, implement, and maintain office administrative procedures and policies
 - Coordinate and supervise day-to-day office administrative activities

- Assist with scheduling of security guards, workflow of surveillance and property checks, and alarm response
- Review, evaluate, and improve administrative operations and reporting processes
- Oversee records management and ensure proper documentation control
- Coordinate purchasing of equipment and office supplies and maintain inventory
- Prepare administrative reports, correspondence, and internal documentation
- Liaise with management, staff, and equipment suppliers
- Assist with budget tracking, invoicing, and administrative cost control
- Support human resources administration, such as onboarding documentation and employee records
- Perform other administrative duties as assigned

Employment Requirements

- Education: Completion of secondary school is required. A college diploma or university degree in business administration, office management, or a related field is an asset.
- Experience: 2-3 years of administrative or related experience. Relevant experience gained through internships, co-op placements, or entry-level roles will be considered. Applications from early-career candidates who meet the core requirements are encouraged.
- Skills:
 - o Strong organizational, planning, and coordination skills
 - o High attention to detail and accuracy
 - o Proficiency in Microsoft Office (Word, Excel, Outlook)
 - o Ability to work independently and handle multiple priorities
 - o Basic knowledge of accounting, record-keeping, and budgeting is an asset

Work Conditions and Physical Requirements

- Office-based environment
- Extended periods of sitting and computer use
- Occasional overtime during peak operational periods
- Multitasking in a fast-paced administrative environment

Benefits

- Statutory benefits and vacation pay in accordance with Saskatchewan Employment Standards
- Public holiday pay and overtime compensation as per provincial legislation

How to Apply (Contact Information)

Interested candidates are invited to submit their resume and cover letter by email to:

Email: trinity@flyonthewallsecurity.ca

Subject Line: Application – Administrative Officer (NOC 13100)

Recent graduates and early-care professionals who meet the qualifications are welcome to apply.

Employment Equity Statement

Fly on the Wall Security is committed to employment equity and encourages applications from women, visible minorities, newcomers to Canada, Indigenous people, persons with disabilities, and youth.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. This position is open to Canadian citizens, permanent residents, and individuals legally entitled to work in Canada.

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