



Office Administrator

Full-time Term Position • January 2, 2024(TBD)

Mon-Fri • 8:30am to 5:00pm daily

Career Opportunity

Established in 2002, DyMark Industries is a diversified corporation specializing in the design, manufacture, finishing and erection of structural steel, miscellaneous metals and custom fabrication projects. We proudly serve the mining, construction, agriculture, government and weighing technology sectors.

At DyMark Industries, our guiding principles of quality, passion, respect, safety, growth and innovation play an important role in the work that we do and the clients we work with. We actively search for staff that support and enhance these principles to assist in moving the corporation forward. We thrive on tackling complex large-scale projects that will leave you with a sense of accomplishment when the work is done.

Office Administrator

Position Overview

DyMark Industries is currently seeking a highly motivated team player for the full-time term (Maternity Leave) position of Office Administrator . Our personable and dedicated Office Administrator is responsible for answering telephones and customer inquiries, working with the Controller to ensure accurate and timely reporting of accounts payable and receivable, timesheets, project costing, assessment of PST, along with various other accounting functions and providing support for management and staff.

Required Education, Skills & Abilities

The successful candidate will possess post-secondary education for Business Administration and/or 1-3 years related experience or an equivalent combination of education and experience. Working knowledge of Simply Accounting and Microsoft Office programs are essential. Applicants must also possess strong organizational, communication and interpersonal skills as well as the ability to work unsupervised. **Please note that DyMark Industries is engaged in work activities defined by OH and S Regulations as high hazard work. Due to the safety hazards associated with steel fabrication, building erection, and working at construction and mine sites, safety is a bona fide occupational requirement and DyMark Industries has a zero tolerance policy for any employee that reports to work impaired on any DyMark worksite. All employees must arrive to work fit for duty.**

Why Work with Us

DyMark Industries is committed to an inclusive and diverse workforce. We encourage our employees to contribute to our company's continued growth and corporate sustainability through diverse ideas and backgrounds.

Our company offers competitive wages in a challenging work environment with opportunities for advancement, a comprehensive benefit plan, staff rewards and recognition, discretionary bonuses as well as staff appreciation events. We encourage employee growth through education and training programs. DyMark employees also receive 5 paid sick days per year and an additional paid statutory holiday observed at Christmas.



We thank all applicants for their interest; however, only those under consideration will be contacted for an interview.

Submit your resume via email to vwruk@dymarkindustries.ca or via fax or in person to:
3719 Kinnear Avenue, Saskatoon SK S7P 0A6
Ph: 306.955.9651 • Fax: 306.955.9652 • www.dymarkindustries.ca