



ADMINISTRATIVE ASSISTANT

We are hiring! Heritage Saskatchewan is looking for an Administrative Assistant to work out of the organization's office located in Regina. This part-time position, based on 21 hours per week, will provide general administration support for the organization.

Deadline for applications: December 15, 2022

KEY RESPONSIBILITIES

General administrative support, including:

- Technical support for the office, for staff and board meetings, and the annual general meeting
- Data entry and upkeep of the organization's databases
- File maintenance and record retention (paper and electronic)
- Administrative support for projects and events, including assistance at events
- Website assistance – uploading videos, photos, submissions, other
- Travel and meeting arrangements for staff and board members
- Other tasks as mutually agreed upon

QUALIFICATIONS

General office skills - basic understanding of office administration

Technology - competent in the use of technical tools (hardware and software). Basic knowledge of Microsoft Office Suite and Adobe Acrobat Pro. Being familiar with working on a website, including edits, uploading photos, etc.

Communications - able to communicate in a professional and respectful manner

Accuracy - attention to detail

Flexibility, time management & organizational skills - must have the ability to be independent and resourceful to accomplish day-to-day tasks and assignments in a timely fashion. Must have the ability to accomplish work assignments and reporting requirements efficiently as per the requirements of the job.

Proactive – proactive in anticipating needs of the work that is to be completed; and proactive in recommending upgrades for the organization, and have the willingness to learn new technology.

Confidentiality - Must be able to maintain confidentiality relating to work assignments.

Professional & Cooperative - maintains a professional and positive manner; has the ability to work cooperatively and effectively with others to reach a common goal.

Experience in a similar administrative environment, or relevant training in administration, would be an asset.

Location:	Heritage Saskatchewan, Regina, Saskatchewan.
Hours of Work:	Twenty-one hours per week
Other:	May be expected to attend and work at meetings/activities Some of which may occur evenings or weekends; and sometimes travel will be necessary. In these circumstances, time off in lieu will be provided, as approved by the DO
Remuneration:	Dependent upon experience and qualification (within the range of \$17.00/hour to \$20.00/hour)
Vacation:	Calculated at 1¼ days per month
Benefits:	Benefits will be provided, following a probation period of three months, and shall include: Health Care Plan (optional) and Pension Plan (optional).

Heritage Saskatchewan is committed to employment equity.

We appreciate all applications, however, only those candidates selected for an interview will be contacted.

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www.heritagesask.ca