



# Career Opportunity

**Job Title:** Administration Assistant and Dispatch  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** SIGN on Broadway Facility and Elton Davidge Building on North Street  
**Hours:** Casual and sporadic; 1-10 days/ month; 7 hours per day (8:30am-4:30pm); Monday to Friday,  
**Location:** Yorkton, SK  
**Start Date:** June 15, 2026

The Society for the Involvement of Good Neighbours (SIGN) is seeking a casual **Administration Assistant/ Dispatcher** to provide support to the SIGN programs housed at SIGN on Broadway and at the main SIGN Administration office in the Elton Davidge Building. The Administration Assistant /Dispatcher will work with the public, managers and staff to manage a variety of dispatch, clerical, administrative and support services for the Agency and the programs involved.

**The successful candidate must have the ability to:**

- Deal with all people sensitively, tactfully, diplomatically, and professionally at all times;
- Effectively communicate both verbally and in writing in a positive and supportive manner;
- Prioritize and manage conflicting demands;
- Respond quickly and flexibly in a dynamic and changing environment;
- Work individually as well as part of a team;
- De-escalate situations if needed;
- Work on short notice, on an as needed basis;
- Adapt to new technology;
- Be proficient in Microsoft Office programs (including Word, Excel, and PowerPoint);
- Write, type, edit and proofread quickly and efficiently;
- Manage time effectively, pay attention to detail and have superb organizational skills.

**And the Education and Professional Experiences of:**

- A degree or diploma in Office Administration or a related field.
- A minimum of one (1) year experience working in a fast-paced office environment
- A clean Criminal Records Check from RCMP

**Send resumes with covering letter and at least three references to:**

Lynsey Swanson  
83 North Street  
Yorkton, SK S3N 0G9  
Fax: 306.786.7116  
Email: [l.swanson@signyorkton.ca](mailto:l.swanson@signyorkton.ca)

**Applications close at 5 pm on Friday, May 22, 2026 or when filled.**

**Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.**