



Job Title: Office Administrative Assistant
Hours Required: Casual, As Needed
Organization: SIGN
Program: KidsFirst
Start Date: Fall 2020

Job Summary

The Society for the Involvement of Good Neighbors (SIGN) in partnership with the Saskatchewan Health Authority, is seeking a Casual Office Administrative Assistant for the KidsFirst Program. The **Casual Office Administrative Assistant** will work closely with the other Office Administrative Assistants, under the direction of the KidsFirst Home Visiting Supervisors, to ensure clerical and administrative services are provided in an effective and efficient manner to maintain program operations and enhancements. Accountability in producing, compiling reports and all data entry related to the KidsFirst Program is necessary.

The successful candidate should have the **Education and Professional Experiences of:**

- A degree or diploma in appropriate field or an equivalent combination of work experience and education that is acceptable to the Board of Directors
- A minimum of One (1) year of experience in an administrative role preferred
- Certification(s) and/or license(s) appropriate to industry
- A recent (6 months or less), clear Criminal Record Check and Vulnerable Sector Check is a requirement.

And the assets and abilities, inclusive of (but not limited to):

- Intermediate computer and keyboarding skills
- Proficient in Microsoft Office programs, including Word, Excel, Publisher and PowerPoint
- Ability to adapt to new technology
- Basic accounting skills
- Superior telephone manners and strong interpersonal skills
- Effective communication skills, both verbal and written
- Organization skills; manage workload, determine priorities and meet deadlines
- Ability to work independently and part of a team
- Valid driver's license
- Work at a desk for long periods of time
- Work in a busy office environment with frequent interruptions

Please send resume with covering letter and (three) 3 references to:

SIGN
Attn: Verna Liebreich
83 North St
Yorkton, SK. S3N 0G9
Phone: (306) 782-2193
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Job posting closing date: August 24, 2020