



Career Opportunity

Job Title: Administration Assistant and Dispatch
Organization: Society for the Involvement of Good Neighbours (SIGN) See www.signyorkton.ca
Yorkton SK Canada
Program: SIGN on Broadway Facility and Elton Davidge Building on North Street
Hours: 4 to 5 days a week, Monday to Friday, 7 hours per day (8:30am-4:30pm)
Location: Yorkton, SK
Start Date: May 25, 2026

The Society for the Involvement of Good Neighbours (SIGN) is seeking an **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 Teams, 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

Applications close at 5 pm on Friday, May 8, 2026 or when filled.

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