



**Administrative Assistant
2018 Saskatchewan Winter Games – North Battleford**

Full Time, Temporary: November 1, 2017 – March 7, 2018

SUMMARY OF POSITION:

Administrative support position to carry out the duties related to the operational aspects of hosting the 2018 Saskatchewan Winter Games. The main roles will be office management, communication, data entry and management, and support to the divisions.

DUTIES:

- Answering the phone and email.
- Financial filing, delivering payments, and other related tasks.
- Communication with the general public and communication/promotion tasks.
- Data entry and record keeping.
- Support the Volunteer Division with online registration, accreditation, workforce entry.
- Marketing and promotion support such as selling souvenirs in the office.
- Represent the organization professionally and positively.
- Project enthusiasm for the Games and create an atmosphere conducive to teamwork.
- Other duties as assigned by the Games Manager.

SKILLS:

- Excellent communication, interpersonal and public relations skills.
- Excellent organizational skills.
- Office management skills.
- Proficiency to work with Microsoft word, excel, and other related Programs.
- Knowledge and experience working with database systems is an asset.
- Ability to work independently and as part of a team.
- Ability to multi task.
- Knowledge and experience of working in a multi-sport environment is an asset.
- Knowledge and experience with event management is an asset.
- Ability to work flexible hours.

EDUCATION AND EXPERIENCE:

Office Administration post-secondary education and experience is an asset.



HOURS:

Full time, 37.5 hours/week

COMPENSATION: remuneration will commensurate with education and experience.

LOCATION:

2018 Saskatchewan Games Office - #110 – 891 99th Street (Don Ross building).

REPORTS TO:

Games Manager

HOW TO APPLY:

Applicants should send a letter of application outlining your experience and how it will assist you in this position, along with a resume to:

Email (preferred): nclow@saskgames.ca (please reference position in the subject line)

Or

2018 Saskatchewan Winter Games – North Battleford
Attn: Games Manager
Box 1784
North Battleford, SK S9A 3W8

Deadline to receive applications is October 18, 2018.

Only those selected for an interview will be contacted.