



Administrative Assistant
2024 Saskatchewan Summer Games Lloydminster Inc.

Full Time, Temporary: February – mid August

SUMMARY OF POSITION:

Supporting the Games Manager with administrative tasks related to the operational aspects of hosting the 2024 Saskatchewan Summer Games. The main roles will include, data entry and management, office management, digital communication management, and support to the Games Manager.

DUTIES:

- Administrative support to the Games Manager.
- Write and distribute email, correspondence memos, letters, and forms.
- Financial filing, delivering payments, and other related tasks.
- Answering and directing calls.
- Data entry and record keeping.
- Support the Volunteer Division with online registration, accreditation, workforce entry.
- Marketing and promotion support specifically with monitoring Social Media.
- 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:

Post-secondary education and experience is an asset.



Saskatchewan Games
LLOYDMINSTER | SUMMER 2024

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E N E R G Y

HOURS:

Full time, 37.5 hours/week. Some evening and weekend work will be required.

COMPENSATION: Remuneration will commensurate with education and experience.

LOCATION: 2024 Saskatchewan Games Office at 4908 - 42 Street, Lloydminster (Synergy Credit Union 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 nclow@saskgames.ca (please reference position in the subject line).

Deadline to receive applications is February 16, 2024 5:00 pm MST.

Only those selected for an interview will be contacted.