

Job Title: Administrative Assistant

Range: \$1650.83 - \$2284.76 semi-monthly

Term: Term to March 31, 2024, full-time position

Location: Saskatoon

Tourism Saskatchewan is seeking an organized and self-motivated individual to fill the position of Administrative Assistant. This position provides day to day administrative support and on-line, seminar and workshop co-ordination for the Destination and Workforce Development division.

Reporting to the Director of Workforce Development, the duties of this position are:

- Support training activities by booking workshops, preparing service agreements, contacting participants and facilitators, booking meeting space and associated catering and other support functions as required.
- Code and track invoices, provide documentation and update and manage project codes for the Destination and Workforce Development division.
- Prepare Visa statements and expense claims and ensure Visa statements and expense claims from division staff are completed accurately and on time.
- Coordinate division requests and information flow.
- Compile information needed for reports and project files.
- Prepare correspondence and provide clerical support.
- Take and transcribe division meeting minutes, and other meeting minutes as assigned and perform required follow up.
- Maintain cash sheets/issue receipts and balance sales transaction daily as required. Responsible for bank deposits as required.
- Distribute incoming mail and ensure outgoing mail is ready for pickup.
- Ensure time sheets are collected on time and trouble shoot online approval process as required.
- Responsible for the organization and accuracy of the Destination and Workforce division content on Microsoft Team sites.
- Provide centralized point for training room bookings, including provision of coffee service, lunch arrangements, etc., as required.
- Responsible for travel and meeting arrangements, including accommodations, vehicle rentals and meeting space and logistics for staff and facilitators.
- Redirect incoming telephone calls and messages and maintain switchboard voice-mail.
- Assist division staff with tradeshow and training preparation and follow-up as required.
- Assist customers by providing them with appropriate information and/or directing them to appropriate individuals within the organization.
- Provide tourism/visitor information counselling for in person and telephone.
- Use databases to enter and retrieve information and verify data.

- Establish and maintain internal and external contacts including but not limited to staff, industry operators, managers, supervisors, program participants, delivery partners and funders.
- Provide direction to participants and facilitators based on areas of responsibility and established processes.
- Prepare reports, PowerPoint presentations and other documents as required.
- Create, maintain and update training files.
- Produce and distribute training certificates as required.
- Maintain inventory, order office supplies for the office and ensure supply area is tidy.
- Requisition invoicing for workshops and materials.
- Reconcile vendor statements.
- Prepare letters, mail merge documents, spreadsheets and presentations.
- Administrative tasks of on-line programs, including participant support (on-line and by phone) and payment reconciliation.
- Perform other duties incidental to the work performed herein.

The knowledge, skills and abilities required for this position are:

- Possess considerable experience performing responsible clerical work.
- Completion of Grade 12 supplemented by additional relevant education or combination of education and experience.
- Must have thorough knowledge of Microsoft Office products, including Word, Excel, PowerPoint, Teams, SharePoint and Outlook.
- Experience working within databases is an asset.
- Must be customer service focused.
- Must have excellent written and verbal communication skills.
- Strong interpersonal skills including cultural sensitivities.
- Possess excellent telephone skills.
- Must be able to exercise good judgement, prioritize responsibilities and make decisions based on established policies and procedures.
- Possess understanding of basic accounting practices.
- Be able to read and understand contracts.
- Self-motivated, demonstrate initiative and flexibility.
- Be able to maintain a tidy work environment.
- Must be able to work independently on a wide variety of tasks and follow-up actions.
- Must have ability to adjust to changing priorities and workload.
- Maintain strict confidentiality of contract, participant and program information.
- Must have strong knowledge of Saskatchewan's tourism attractions, destinations and events.
- Must possess attention to detail.
- Ability to analyze and prioritize work assignments to meet deadlines is necessary.
- Ability to work independently, quickly and under pressure is required.
- This position may require some travel and occasional overnight stays.

Please submit your resume by 9:00 a.m. on Monday, January 30, 2023, to:

Joan MacPhail
Director, Human Resources
Tourism Saskatchewan
189-1621 Albert Street
Regina, SK S4P 2S5
306-787-2473 (phone)
306-787-6293 (fax)
careers@tourismsask.com