



Tourism Saskatchewan is a provincial Treasury Board Crown Corporation whose purpose is to promote Saskatchewan as a tourism destination by providing in and out-of-province marketing, delivering visitor services and developing tourism experiences.

The organization is looking for an outstanding Executive Assistant. This full-time position provides administrative support to several areas of the organization and includes tasks such as scheduling, file maintenance and record retention, written communications, and other general support activities. The successful applicant will be required to assist with activities related to our Board of Directors. The applicant will work within a team of senior executives and play a key role in delivering high level administrative support to Executive Office and Corporate Services.

Applicants will have at least three years experience in a similar position and be highly motivated, proactive, detail-oriented and well-organized. The person in this job must be able to work independently and in a confidential manner while managing the schedules of those to whom support is provided. Superior skills in using Microsoft Office products are an absolute must. A comprehensive compensation and benefits package is provided.

Please apply by sending a cover letter and resume, along with salary expectations, to [careers@tourismsask.com](mailto:careers@tourismsask.com) by 5 p.m. Tuesday, January 31, 2023.