



Executive and Administrative Services Coordinator Elections Saskatchewan

Join the Elections Saskatchewan team!

Want to be in on the ground floor of planning and delivering Saskatchewan's largest event? Looking for a fast-paced and rewarding experience? Join us at Elections Saskatchewan as we gear up for Saskatchewan's 30th General Election.

We are looking for an experienced and energetic Executive and Administrative Services Coordinator. The position provides executive administrative support to the Chief Electoral Officer and the organization's executive management team while also providing general office administration for Elections Saskatchewan including office purchasing, facilities management and supervision of reception. In the last two years of the electoral cycle, the position is divided into two roles, an Executive Coordinator and an Administrative Services Coordinator to accommodate the increased demands. The successful candidate of this competition will remain in one of the two roles mentioned above.

The position's work includes:

- managing the flow of information in/for the Office of the Chief Electoral Officer;
- dealing with confidential and sensitive information in a professional manner;
- drafting, reviewing, editing and proofing correspondence, minutes, and documents;
- compiling, retrieving and researching background and briefing material for meetings;
- following up and ensuring delegated projects and requests are completed on schedule;
- coordinating the timely preparation of various material;
- coordinating administrative service functions for the office including establishing office procedures and processes, managing acquisition of basic office equipment and supplies, mail and filing systems.
- acting as the Elections Saskatchewan's key records management contact in terms of the development and ongoing maintenance of a records management system;
- supervising and leading others to ensure work is completed and deadlines are met; and
- organizing and managing logistical arrangements.

If you have education related to and experience in a senior administrative role, have comprehensive knowledge of office management and administrative procedures, are an effective communicator, are flexible/adaptable with changing priorities and workload, and are proficient in the use of various computer applications, you may be interested in this position.

The salary range for this position is \$56,652 to \$73,656 (MCP 03) per annum. Appointment is subject to the submission of a satisfactory criminal record check.

Interested applicants should email a cover letter and resume to humanresources@elections.sk.ca by January 23, 2022. Only those invited for interview will be contacted.

Elections Saskatchewan is an independent, non-partisan agency that receives its mandate from the Saskatchewan Legislative Assembly. Elections Saskatchewan organizes, manages and oversees provincial electoral events and ensures that candidates, political parties and interest groups comply with election legislation and proper financial reporting.