



**Administrative & Office Assistant  
Elections Saskatchewan  
Term Position**

Elections Saskatchewan is seeking an Administrative & Office Assistant to provide administrative and general office support for term to end of March 2025.

The successful candidate will:

- Provide general reception duties including receiving and directing visitors, answering telephones.
- Receive and arrange for courier shipments.
- Respond to general email inquiries.
- File, photocopy, mailing, and e-mail materials as required.
- Process incoming mail and invoices.
- Provide data entry services into various applications to ensure all information is available electronically.
- Provide administrative support as required to the management team.

Typically, the knowledge, skills and abilities required for this position are obtained through completion of an office administration certificate from a recognized school/college and significant related experience in an administrative role with 5 years experience.

Significant experience using word processing, spreadsheet, presentation, email, and related office administration software is essential. An equivalent combination of education and experience will be considered.

A complete job profile can be found on the Elections Saskatchewan website at [www.elections.sk.ca](http://www.elections.sk.ca)

**Compensation:** MCP1: \$47,760 – 62,088 annually

The successful applicant will be required to work from ESK's head office location in Regina. The successful applicant is also required to be non-partisan.

Interested applicants should submit a cover letter and resume to [humanresources@elections.sk.ca](mailto:humanresources@elections.sk.ca) by November 25, 2022. Only those applicants selected for interview will be contacted.