



Position Profile
Administrative & Office Assistant

Elections Saskatchewan

Background

The Office of the Chief Electoral Officer (Elections Saskatchewan) is an independent, non-partisan agency of the Legislative Assembly charged with the mandate of directing and supervising the administrative and financial conduct of provincial electoral events.

Position Summary

Under the general supervision of the Executive and Administrative Services Coordinator and working closely with the Deputy Chief Electoral Officer, Corporate Services, the Administrative and Office Assistant provides general office administration for Elections Saskatchewan including office purchasing, facilities management, administrative support and general reception duties.

Key Responsibilities

Under the direction of the Executive and Administrative Services Coordinator, the Administrative & Office Assistant will assist with:

Administrative Support

- Providing general reception services in a courteous and personable manner
- Providing general administrative support including filing, photocopying, mailing, faxing, e-mailing of materials as required;
- Receiving, screening and recording incoming mail and invoices, and distribute incoming and outgoing correspondence.
- Managing courier accounts, office shipments and other services such as shredding; and
- Ensuring basic office equipment and supplies are stocked and re-ordered as required.

Facilities Management

- Acting as the key contact for matters related to maintenance and development of Head Office and Warehouse facilities;
- Ensuring ongoing organization and professional alignment of space at head office including meeting rooms and common areas including the development of Kitchen Cleaning schedules as required; and
- Working closely with the Executive and Administrative Services Coordinator for overall office management and planning special events



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Other duties

- Taking and preparing minutes from various meetings as required;
- Providing administrative support for election and by-election duties such as: contract preparation and tracking, asset management, information distribution, testing of new software, etc;
- Tracking purchases and reconciling purchases made on corporate purchase cards; and
- Data entry into various applications to ensure all information is available electronically.

Required Education, Knowledge, Qualifications and Experience

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 a senior administrative role. 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.

Comprehensive knowledge of office management and administrative procedures and protocols.

Demonstrated ability to build effective, strong interpersonal relations, effectively interacting with people, respecting the needs and feelings of others, maintaining the self confidence and esteem of others.

Ability to lead, guide, coach, advise and encourage co-workers and assigned staff ensuring quality and quantity standards are met.

It is desirable that the person fulfilling this position have:

- A working knowledge of Election Saskatchewan's legal mandate, organizational structure, administrative policies, systems, and procedures as well as related government operational policies and practices.
- The ability to adjust to change and expanded work hours and an increasing workload.

Key Competencies

Communication – to prepare correspondence, edit/proofread documents, and communicate accurately and clearly with others; to communicate clearly and concisely with others, to provide direction; to build working relationships.

Confidentiality - to secure and protect information.



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Coordination/Planning - to coordinate services, calendars, meetings and other logistics.

Interpersonal - to build effective, strong working relationships, effectively interacting with others and respecting others.

Judgement - to determine priorities and what information needs to be shared.

Organizational - to organize administrative services and prioritize work, to organize information; to maintain schedules, and ensure deadlines are met.

Technical - of computers and applications to prepare correspondence, documents, for communicating (email, blogs, etc.). Ability to input, edit retrieve, format, transmit and link file data, create and generate queries, diverse reports and documents utilizing word processing, databases, spreadsheets, communications and other software packages with speed and accuracy.

Adherence to Organizational Values

Elections Saskatchewan knows that election management impacts everyone in the province and that it plays an integral role in ensuring the integrity of democratic processes within the province. It is the responsibility of Elections Saskatchewan, and everyone who works at Elections Saskatchewan, to contribute to this larger vision through their work and their actions, both personal and professional.

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must espouse the following values:

- Professionalism – We demand the highest standards in our performance.
- Impartiality – We are objective, fair and non-partisan.
- Innovation – We seek solutions that will propel us toward electoral modernization.
- Service – We go above and beyond to meet the needs of our stakeholders and the legislative requirements of election management.
- Accountability – We earn the trust of the people of Saskatchewan through commitment to legislation, best practices, and standards in election management.

Adherence to Policy

Elections Saskatchewan, and everyone who works at Elections Saskatchewan, must adhere to the policies, procedures, and guidelines of Elections Saskatchewan, as well as relevant legislation, public health orders, or any other applicable employment related guidelines.