



ADMINISTRATIVE ASSISTANT – Permanent Full-Time

The SSBA is seeking a permanent full-time Administrative Assistant who is responsible for SSBA event planning including coordinating and overseeing logistics for all Association events such as the Fall and Spring Assemblies, Board Chairs Councils, Trustee Academy and a wide range of internal and external committee meetings and seminars as well as providing executive administrative services for the Saskatchewan School Boards Association. This position is responsible for providing support to the SSBA Executive by setting up meetings, making travel arrangements, and other administrative requirements. This position is also tasked with serving as the primary executive assistant to the Association's CEO, preparing correspondence and reports; coordinating and disseminating print materials for special projects, coordinating and booking staff travel and other administrative support to ensure Association services are provided in an effective and efficient manner. This position reports to the Director of Corporate Services.

The ideal candidate will possess excellent communication and interpersonal skills and will bring the demonstrated knowledge and skills for this position obtained through a 2 year business administration program and/or demonstrated equivalent education and several years of relevant work experience providing administrative support to senior level management and/or administration. The candidate of choice will demonstrate proficient Microsoft Office skills, time management skills, as well as strong problem solving skills with excellent attention to detail.

The SSBA offers a competitive salary with health benefits, pension, and professional development opportunities.

The SSBA is committed to workplace diversity and encourages a culture of teamwork and flexibility.

Interested individuals are invited to **submit a resume and cover letter for the position of Administrative Assistant by email to the attention of April Blondeau, ablondeau@saskschoolboards.ca**. See our website for more information about the SSBA.

Posting is open until a suitable candidate is found.