

Employment Opportunity

Administrative Coordinator (Part Time)

The Opportunity

Northern Municipal Services, Ministry of Government Relations, on behalf of the Northern Municipal Trust Account (NMTA), is looking for a part-time **Administrative Coordinator** to support the NMTA Management Board. This is a work from home position, with the exception of scheduled meetings in Prince Albert, Saskatchewan.

Responsibilities

The Administrative Coordinator will be responsible for supporting the administration of the NMTA Management Board. This includes taking minutes, pre and post meeting preparation and organization, organizing logistics for a semi-annual conference, etc. Typically, these meetings occur 5-7 times per year on Thursday/Friday of the month in Prince Albert, Saskatchewan.

Skill Set

- Ability to manage time effectively and prioritize tasks.
- Ability to communicate clearly and effectively in person, one-on-one or in groups, and in writing via reports and email.
- Attention to detail.
- Experience with Microsoft Office and willing to learn new office programs.

Education and Certification

- 1 to 3 years' experience in office administration or an acceptable combination of education, training and/or experience.

Hours of Work & Compensation

- Hours of work: part-time hours are concentrated around meeting and conferences dates.
- Wage: the hourly wage for this position is based on skills and experience within the range of \$24.00 - \$32.00.

How to Apply

Please email a cover letter, resume, references and salary expectation to Dee Johns at dee.johns@gov.sk.ca. This position will remain open until a suitable candidate is found.