



Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations.

The Finance & Administration Division provides advice, analysis and recommendations to CIC and the CIC Board of Directors on a wide range of Crown sector business issues. Units within the division include Accounting, Internal Audit, and Performance Management and Financial Analysis. The division provides support through: strategic shareholder direction to the Crown sector; oversight of Crown corporation performance management and capital allocation plans; Crown sector-wide financial reporting and forecasting; management of CIC's budget and financial transactions; internal audit services to CIC and the smaller subsidiary Crown corporations; corporate administrative services and information management; and undertaking strategic initiatives related to the Crown sector

Executive Administrative Assistant Finance & Administration Division Term Position – 12 months

CIC is seeking a highly organized and skilled administrative professional to provide essential support primarily to the accounting unit within the division. Reporting to the Corporate Controller, the ideal candidate for this position will thrive in a challenging environment, while actively contributing to a culture that promotes teamwork, integrity, leadership, and excellence. This position will provide valuable learning and exposure to Crown and public sector operations and decision-making; CIC is willing to explore a secondment opportunity for the ideal candidate.

As the Executive Administrative Assistant, you will provide effective administrative and office management support by:

- Monitoring, directing and managing the flow of information and requests to and from the Corporate Controller's office.
- Managing calendars, coordinating, and scheduling meetings, providing records management support, and coordinating travel and conference/seminar registrations.
- Preparing reports, correspondence, presentations, and other documents including proofreading, formatting, tracking, and monitoring documents to facilitate timely completion and circulation for signing and submission and consistent application of CIC's visual identity standards.
- Compiling background materials, ensuring the Corporate Controller is prepared in advance of meetings.
- Assisting in the processing of financial related transactions and other ad hoc duties as assigned.
- Providing general support to the Finance & Administration Division including greeting visitors, answering and directing inquiries, and taking meeting notes and minutes.
- Working as a team with the CIC Committee of Executive Administrative Assistants (EAAs) to improve processes and support the broader needs of the administrative team.

The knowledge required for this position would typically be acquired through specialized administration/secretarial education, supplemented with 3 years administrative experience.

Knowledge, skills, and abilities will include:

- Demonstrated knowledge and ability in executive office management, administrative procedures, and technology applications (e.g., Office 365, Adobe, Webex, and Teams).
- Effective interpersonal, verbal, and written communication skills.
- Strong organizational skills with the ability to manage multiple priorities simultaneously and maintain attention to detail.
- Sound judgment and discretion in handling sensitive and confidential information with integrity.
- Strong problem-solving abilities and a proactive approach to identifying new approaches, efficiencies, and improvements.
- Ability to work independently and self-direct in management and completion of responsibilities and projects.
- Flexible and cooperative team player, with the ability to develop positive and professional working relationships both internally and externally.
- Experience working in an accounting environment is a plus

The successful candidate shall be subject to an Employment Screening Check as a condition of employment.

Position Details:

Number of Positions Available: one (1)

Posting Type: Full-time – Term Position – Twelve (12) months

Position Location:

Regina, Saskatchewan

Salary Range:

Level 3 - \$64,538 - \$77,419/annum

Salary will be commensurate with the candidate's knowledge, competence, and experience.

Hours of Work:

Monday to Friday - 38.75-hour work week

8:00 a.m. – noon; 1:15 p.m. – 5:00 p.m.

Closing Date:

March 28, 2025

How to Apply:

Resumes should be forwarded in confidence to careers@cicorp.sk.ca.

CIC values workplace diversity.

CIC would like to thank all applicants for their interest and wish to inform that only those selected for further consideration will be contacted.