

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

*The Crown Energy Security Division plans and supports energy policy for Saskatchewan's Crown sector. The Division facilitates mid-to-long term policy and planning for electricity, natural gas and nuclear energy, manages federal-provincial-territorial Crown-related energy matters, engages with industrial and business interests, and advances economic opportunities associated with the energy transition in the province. The Division:*

- *leads energy projects that are multi-agency and transformative;*
- *conducts energy sector economic modelling and policy analysis, and;*
- *coordinates policy and planning for nuclear energy.*

## **Executive Administrative Assistant Crown Energy Security Division**

Crown Investments Corporation has an exciting opportunity for a highly motivated and skilled administrative professional to provide support to the Vice-President, Energy Security. 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.

As the Executive Administrative Assistant, you will provide advanced administrative leadership and office management support to the Crown Energy Security Division by:

- managing the Vice-President's calendar through collaboration, prioritization and scheduling;
- assembling briefing and background materials in preparation for meetings;
- planning, scheduling and coordinating travel and logistics for meetings and other events;
- monitoring administrative processes and making improvements within the Division to ensure optimum efficiency;
- drafting, recording, proofreading and/or editing a variety of correspondence as assigned;
- managing incoming and outgoing correspondence ensuring proper distribution;
- maintaining manual and electronic filing and records management systems;
- verifying, coding, processing and tracking invoices for approval and payment ensuring policy compliance;
- ordering supplies and handling office equipment repairs as required;
- greeting visitors and answering incoming calls/communications, and directing visitors and enquiries to the appropriate resource; and
- performing other administrative duties as assigned.

The successful candidate will work effectively in a team environment providing administrative support to a team of professionals within the Crown Energy Security Division. You will be required to demonstrate initiative, undertake tasks independently, maintain a professional demeanor, and use sound judgment and discretion when collaborating with all CIC staff, clients, Crown and government officials, the public, and other stakeholders.

Our candidate of choice will have superior teamwork, organization and communication abilities. You will have an approachable demeanor, a positive attitude, be a cooperative team player and develop positive and professional working relationships both internally and externally. You will use your analytical skills to resolve a variety of problems with competing priorities while thinking innovatively to identify

efficiencies and improvements. You will have demonstrated knowledge and ability in general office management, administrative procedures and excellent computer skills using a variety of software applications (e.g. Office 365, Adobe PDF, Webex, etc.).

The knowledge required for this position would typically be acquired through office administration training/education supplemented by senior-level administrative support experience.

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

**Position Details:**

Permanent, full-time

**Salary Range:**

\$64,538 - \$77,419 per annum

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

**Hours of Work:**

38.75-hour work week

Monday to Friday: 8:00 a.m. – 12:00 p.m.; 1:15 p.m. – 5:00 p.m.

**Closing Date:**

Friday, March 28, 2025

**How to Apply:**

Resumes should be forwarded in confidence to [careers@cicorp.sk.ca](mailto: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.***