



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, Accounting Unit**

### **Finance & Administration Division**

Reporting to the Corporate Controller, this position provides administrative support to the Finance & Administration Division primarily to the Accounting Unit. Duties include proofreading and typing reports, correspondence, presentations and other office documents, tracking and monitoring documents to facilitate timely completion, coordinating and scheduling meetings, filing, coordinating travel reservations and schedules along with conference/seminar registrations and appointment confirmations. This position will also greet visitors and answer incoming calls/communications, direct visitors and enquiries to the appropriate resource, track and monitor documents/materials to facilitate timely completion, complete filing and arrange for courier services and receive/distribute deliveries. Other duties include assisting in the processing of financial related transactions and ad hoc duties as assigned.

#### **Qualifications will include:**

- Completion of specialized administration/secretarial education, supplemented with 3 years administrative experience.

#### **Knowledge, Skills and Abilities will include:**

- demonstrated knowledge and ability in general office management, administrative procedures and excellent computer skills using a variety of software applications (e.g., word processing, database, spreadsheet and use of a variety of software applications (e.g., Office 365, Adobe PDF, Webex, etc.));
- Innovative thinking and identifying efficiencies and improvements;
- excellent interpersonal, oral and written communication skills;
- sound judgment and discretion in handling sensitive and confidential information; and
- a flexible, cooperative team player able to develop positive and professional working relationships both internally and externally.

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

#### **Position Details:**

Number of Positions Available: one (1)

Position Type: Permanent Full-Time

**Salary Range:**

Level 3 - \$60,833 - \$72,975/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. – noon; 1:15 p.m. – 5:00 p.m.

**Closing Date:** May 31, 2023

**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.*