



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

The President's Office oversees the operation of CIC and provides strategic guidance and direction for the Crown sector, ensuring Crown business plans align with government priorities and public policy direction. The division:

- *provides management oversight and strategic leadership and advice on government and Crown-related issues and projects;*
- *manages day-to-day operations, priorities and issues at CIC and within the sector;*
- *provides support and leadership in Crown communications and community relations; and*
- *facilitates and supports internal communications at CIC and corporate communications across the sector.*

Executive Administrative Assistant Communications & Community Relations Unit President's Office

Reporting to the Executive Director, Communications and Community Relations, this position provides administrative support to the Communications & Community Relations Unit within the President's Office.

This position will assist with preparing reports, correspondence, presentations and other office documents including proofreading, formatting, tracking and monitoring documents to facilitate timely completion and circulation for signing and submission. The EAA will attend meetings to provide meeting notes and minutes, assist with Onboarding and Offboarding within the unit, create and reconcile expense reports, and process invoice payments. The EAA will also manage the Executive Director's calendar, coordinate and schedule meetings, perform filing, coordinate travel reservations and schedules along with conference/seminar registrations and appointment confirmations for the unit. Additionally, duties related to administrative support of the Indigenous Relations programs including assisting with the administration of the Crown Career Pathways Indigenous Internship program as well as all other Indigenous programming.

This position will also participate in the CIC Administrative Committee of EAAs and support the Senior Executive Administrative Assistant to the President & CEO as Committee Chair. Assist with President's Office support including greeting visitors and answering incoming calls/communications, direct visitors and inquiries to the appropriate resource, track and monitor documents/materials to facilitate timely completion and arrange for courier services and receive/distribute deliveries. Backup support for the President's Office may include Board of Directors meetings assistance and preparation of any Board materials as required, as well as coverage for other CIC EAAs during planned or unplanned absences as led by the Senior Executive Administrative Assistant.

Qualifications will include:

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

Knowledge, Skills and Abilities will include:

- demonstrated knowledge and ability in executive 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.)) Digital program experience including using, editing and updating internal and external websites would be beneficial;
- innovative thinking identifying efficiencies and improvements;
- independent and self-directed in management and completion of responsibilities and projects;
- 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.

Candidates who self-declare as Indigenous are strongly encouraged to apply.
In some instances, extended hours may be requested.

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: Permanent Full-Time

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: **April 19, 2024**

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.