



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

The Crown Services Division provides leadership on governance and human resources management to CIC, the CIC Board of Directors, the Crown corporations, and their boards. Units within the division include Legal, Crown Governance, and Human Resources. Specifically, the division provides: legal advisory services to CIC, small subsidiary Crown corporations and the CIC Board; CIC corporate human resource strategy and functions; oversight of Crown sector human resource policies and programs, and development and management of leading practices in governance for the CIC and Crown corporation boards.

Executive Administrative Assistant Crown Services Division Term Position – 12 months

CIC is seeking a highly organized and skilled administrative professional to provide essential support to the Vice-President, Crown Services, and the Legal unit within the division. The ideal candidate for this position, reporting to the Vice-President, Crown Services, 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.

Key Responsibilities:

- Monitors, directs, and manages the flow of information and requests to and from the Vice-President's office.
- Manages calendars, coordinates, and schedules meetings, provides records management support, and coordinates travel and conference/seminar registrations.
- Prepares 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.
- Compiles background materials ensuring the Vice President is prepared in advance of meetings.
- Verifies, codes, processes and tracks expense reports and invoices for approval and payment and coordinates annual budget and quarterly forecast reports for review.
- Provides administrative support to the Legal unit as assigned.
- Assists with and proofs legal documents including contracts and other legal agreements.
- Provides general support to the Crown Services Division including greeting visitors, answering, and directing inquiries, and taking meeting notes and minutes.
- Works as a team with the CIC Committee of Executive Administrative Assistants (EAAs) to improve processes and support the broader needs of the administrative team.
- Provides back-up EAA support for the Crown Governance and Human Resources Units in the Crown Services Division, including the Board of Directors meeting assistance and preparation of Board materials as required.

Qualifications will include:

- Completion of an office education/administration certificate or diploma, supplemented with a minimum of 3 years senior administrative experience.

Knowledge, skills, and abilities will include:

- 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 executive or legal 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: January 19th, 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.