



Crown Investments Corporation of Saskatchewan (CIC) is the holding company for Saskatchewan's commercial Crown corporations. The President's Office is responsible for the overall direction of CIC and leadership of the Crown sector. It also includes the Crown Sector Initiatives, Communications, and Internal Human Resources units.

Executive Secretary President's Office Division

Crown Investments Corporation has an exciting opportunity for a highly motivated and skilled individual to provide administrative support in our President's Office.

Reporting to the *Executive Assistant to the President*, this position provides administrative support and informal day-to-day reporting to two *Senior Advisors* in the President's Office. This position also serves as the backup to the *Executive Secretary to the President* and *Executive Secretary to the Vice-President of Crown Sector Initiatives*.

As the Executive Secretary, you will provide senior-level administrative leadership and office management support to the President's Office by:

- managing two Senior Advisor calendars 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 President's Office. 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: \$56,328 - \$67,589 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: **Monday, June 6, 2022**

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.