

**Executive Admin/Office Manager**

Permanent Full-time

Our vision at the Saskatchewan Association for Safe Workplaces in Health is  
*Workplace health and safety: a priority for all*  
 and we are looking for the right candidate to help us reach that goal!

**Interested applicants are advised that SASWH requires all new hires to be fully vaccinated which means:**

**Fully vaccinated:** *Team members are considered fully vaccinated **two weeks after** receiving: a second dose of an approved COVID-19 vaccine in a two-dose series (mixed series are acceptable); or a single dose of an approved one-dose COVID-19 vaccine.*

SASWH policy HR 008

We have a full-time, permanent position available for an Executive Admin/Office Manager at our Regina Head Office. This position provides confidential administrative support providing effective and efficient management of the CEO's office and to the SASWH Board of Directors to ensure relevant policies, procedures, and resource materials are current, organized, retained, and included in preparation for meetings. They will also be responsible for the effective management of office space and equipment.

Must possess a valid Saskatchewan Class 5 driver's license, a clear criminal record check and current driver's abstract from SGI to demonstrate a safe driving record.

### Key activities of the position include:

- Drafting, recording, proofreading and/or editing a variety of correspondence.
- Organization of work assignments such as preparation of committee materials, information management, and reports in support of the organization's mandate.
- Acquire, manage, and maintain a fleet of leased vehicles.
- Scheduling and coordinating meetings and events.
- Attend meetings, record minutes, and transcribe notes.
- Use an effective bring forward and records management system.
- Participate in the development and monitoring of the budget.
- Maintain all contracts, including reviewing legal documents for clarity of intent.
- Maintain inventory and ensure the effective allocation of space and equipment; responsible for obtaining and purchasing office supplies, equipment, and services.
- Manage and coordinate emerging issues, correspondence, briefings, and general inquiries.
- Monitor administrative processes and make improvements to ensure optimum efficiency.
- Oversee building maintenance, including securing vendors, understanding lease requirements and timely correspondence with the landlord.

## Required Education and Experience

A certificate in office administration is required and/or several years of experience in senior administrative support roles, where the incumbent has taken on progressive increased levels of responsibility.

- Knowledge of office procedures, signing authorities, effective coordination, leadership, and organization skills to manage the administrative services within the organization, route correspondence, meet deadlines and monitor to ensure quality.
- Strong analytical and decision-making skills are required in editing correspondence, referring inquiries to the appropriate individual, and providing necessary background material to ensure effective, timely and accurate responses. This is accomplished with an advanced level of independence and accountability.
- Ensure visual identity and quality control over all correspondence.
- Requires expertise in budgeting/forecasting processes to develop and understand the organizations budget and forecasting system with a general knowledge of financial principles.
- Requires knowledge and maintains a high level of confidentiality practices to process matters for the Chief Executive Officer and SASWH Board Members.
- Advanced knowledge of MS Office Suite and related software.
- Ability to establish relationships and have a working knowledge of the healthcare industry, government relations, and system partners.
- Demonstrate an acceptable standard of personal and professional behavior in the workplace.
- Communicate in a clear, concise, and effective manner (verbal and written).
- Work with and coordinate activities with persons over whom the incumbent may have no direct authority; attention and energy are focused to bring various activities together to meet timetable(s)
- Ability to work effectively in a fast-paced environment, problem solve and prioritize multiple requests.

## Compensation Package

- Hourly rate range: \$27.55 – \$33.51
- Pension plan
- Earned sick time
- Earned EDOs
- Employer paid health & dental benefits
- Lifestyles account

If you are looking for a great place to work, please apply to [finance@saswh.ca](mailto:finance@saswh.ca) no later than October 27, 2023. SASWH thanks all interested applicants; however, only those who are selected for an interview will be contacted.

SASWH is a non-profit association that believes health and safety needs to be a priority for all to eliminate injuries in the workplace. Our main focus is to proactively support the health industry employers to achieve this objective by offering assistance through support, consultation and training.