

Basketball Saskatchewan Inc.

Requires a

Temporary Office Assistant

BSI is looking for an energetic individual who is approachable, creative, well-organized and familiar with office procedures. The successful applicant will report to the Executive Director and will provide office support for all businesses activities for Basketball Saskatchewan Inc. The position is a 2-month term with start date on April 30, 2018. Typical office hours 9:00am - 3:00pm Monday-Friday. Willingness to work occasional evening/weekend.

Applicants should have:

- Willingness to learn new skills
- Proficient with Microsoft Office suite (Word, Excel, Publisher, PowerPoint)
- Familiar with Quick-books accounting Software
- Experience handling cash and processing customer transactions
- Strong interpersonal and communication skills
- Exceptional customer service skills
- Typing skills-30 w.p.m.
- One year office education or business certificate or equivalent combination of business experience and education

Please direct your resume, which should include education, work history, and references to:

Basketball Saskatchewan Inc. Executive Director

2205 Victoria Avenue
Regina, SK
S4P 0S4

E-mail: executivedirector@basketballsask.com

Deadline for applications: February 22, 2018