

Join a Non-Profit Organization Dedicated to Your Wellbeing

The Saskatchewan Parks and Recreation Association (SPRA) is looking for a motivated, energetic **Administrative Assistant** to join our team. SPRA is a non-profit, member-based organization, dedicated to enhancing the impact of recreation and parks on people's quality of life in Saskatchewan.

This full-time, permanent position is based in our Regina office, and works in collaboration with our Administrative staff, to support key functions of the organization.

Your Roles

- **Customer Service** – membership, public inquiries, program/event registrations and reception
- **Staff Support** – meeting logistics, agendas, briefing notes, minutes, correspondence, drafting, editing and proofreading material
- **Office Operations** – purchasing, inventory control, mail, filing and record management, office equipment operation and troubleshooting, database management
- **Financial Operations** – payables/receivables, data entry, month end duties

Our Ideal Candidate

You have demonstrable strengths in the areas of: organization, time management, problem solving, written and verbal communications and attention to detail. You take responsibility and ownership for your actions, while remaining flexible to changing priorities and working in a dynamic environment.

To be successful in this position, you must have a strong grasp of Microsoft Office Suite. Experience with accounting software such as Sage Simply Accounting is an asset.

Why Work at SPRA?

SPRA offers a competitive salary and benefits that support work-life balance and healthy, active living. SPRA is committed to investing in our team, providing professional development opportunities to our employees.

SPRA thanks all applicants for their interest in this position, however only those candidates selected for an interview will be contacted.

For a complete Job Description, go to <https://www.spra.sk.ca/opportunities/job-opportunities/spra-administrative-assistant-2019/>

To Apply

Submit your resume and cover letter by Wednesday, March 27, 2019 at 5:00 p.m. to:

Karen House, Consultant II – Leadership, Evaluation and Human Resources

SPRA

#100-1445 Park Street

Regina SK S4N 4C5

Telephone: 306-780-9389

Fax: 306-780-9257

Email: hr@spra.sk.ca