



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Administrative Assistant To Senior EA To Provost & VP, Academic

Job ID	E0-39-06-34-C8-41	
Web Address	https://careers.indigenous.link/viewjob?jobname=E0-39-06-34-C8-41	
Company	Saskatchewan Polytechnic	
Location	Saskatoon, Saskatchewan	
Date Posted	From: 2023-11-24	To: 2023-12-24
Job	Type: Part-time	Category: Education
Languages	English	

Description

The administrative assistant is accountable to the senior executive assistant (SEA) to the Provost & Vice President, Academic. The incumbent is responsible for providing high level administrative support to all functions of the office of the SEA. This position supports the operational aspects and general direction of the SEA to the Provost & Vice President, Academic, supporting coordination of its activities and interacting with a wide range of internal and external stakeholders. The administrative assistant acts as an aide and project manager by deploying resources, leading activities and realizing the goals of the office of the Provost & Vice President, Academic. The administrative assistant has considerable discretionary judgment, manages sensitive and confidential issues, and has a highly developed sense of responsibility.

Located at the SaskPolytech Administrative Offices in Saskatoon, the administrative assistant is a representative of the SEA, Provost & Vice President's Office and acts as a contact between the office of the SEA and internal and external stakeholders daily, sharing information and resources to all parties where appropriate. This position has no reporting subordinates. The Provost's Office includes a highly productive team of seven out of scope staff. The administrative assistant understands the institutional, divisional, academic and administrative structures of the organization including lines of authority, communication and reporting. On occasion, the administrative assistant travels to various locations across the province to provide support for the SEA.

Education Requirements

Requirements include a post-secondary diploma or certificate from a recognized business program and a minimum of five years experience in a senior level administrative position. Numerous combinations of education and experience will be considered. A history of strong organizational skills and budget management are required. Experience at a large publicly funded institution is considered an asset.

How to Apply

Click Apply Now!