

Administrative Assistant

NOW HIRING | Permanent Part-Time Position – 21 hrs/week

Mid-Sask Community Futures is seeking a responsible individual to provide a high standard of customer service and support to management and staff at our Outlook, SK location. We provide loans, advice and support for entrepreneurs and small businesses in the region.

Duties:

- Reception, customer service, information management
- Client intake and tracking, file and calendar management
- Scanning & data entry
- Process payments, issue receipts & prepare deposits
- Schedule meetings, process requests, book/reserve meeting rooms
- Set up and tidy meeting rooms and refreshment area
- Research assistance, client tracking
- Provide administrative support to the General Manager
- Update communication channels including websites, Facebook, newsletters
- Other duties as required

Qualifications:

- Engaging personality with excellent communication skills
- Knowledge & proficiency: MS 365 & Outlook
- Attentive to detail with exceptional organizational skills
- Able to take direction yet work independently
- Reliable and trustworthy
- Problem solver, adaptable, positive attitude
- Office Administration diploma considered an asset but not required
- Must have own transportation

Must be at least 18 years of age, bondable and willing to sign a confidentiality agreement.

Training for specialized data software will be provided.

Apply by: September 25, 2023

**Please submit resume & cover letter
by email to:**

Lilah McIvor, General Manager
gm@midsask.ca

Only those applicants selected for
an interview will be contacted.