

## Administrative Assistant

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Wanuskewin Heritage Park is a National Historic Site that brings to life the history and culture of the Northern Plains Indigenous peoples. The 760 acre Park located north of the City of Saskatoon stands as a living memorial to the people who gathered here for over 6,000 years. The stewardship of the Park and its resources rests with the Wanuskewin Heritage Park Authority established under the Wanuskewin Heritage Park Act of Saskatchewan.

We are currently looking for an Administrative Assistant to join our growing team of talented individuals who strive to grow and develop Wanuskewin as a centre of excellence and a place for gathering, sharing and learning.

This is a permanent full-time position Monday – Friday, 8:30am – 5:00pm. We would also consider candidates who prefer to work a reduced schedule (9:00am – 3:00pm) Monday – Friday. Please indicate your preference in your cover letter or email.

### ***Primary Purpose***

The Administrative Assistant is accountable for providing a variety of high quality administrative and clerical support as well as the preparation and processing of payroll for the organization.

The ideal candidate will have experience and possess the ability to:

- Responsible for the timely coordination and preparation of WHPA board meetings, including minutes, agenda and documentation as well as logistics of meeting.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying
- Maintain electronic and hard copy filing system; including scanning of documents.
- Perform data entry into a number of different databases including spreadsheets
- Prepare and modify documents such as correspondence, reports, memos and emails
- Schedule and coordinate WHPA board meetings, including minutes, agenda and documentation.
- Preparation and processing of payroll including collecting and reviewing timesheets, entering information in payroll system, reviewing accuracy and ensuring compliance.
- Maintaining payroll time tracking spreadsheets for vacation and earned time off.
- Maintains payroll information by collecting, calculating and entering data.
- Maintains employee confidence and protects payroll operations by keeping information confidential
- Perform basic benefits, retirement plan administration
- May be required to support human resources activities such as interview set-up, candidate management, drafting employee correspondence.
- Collaborates across the organization to ensure quality client oriented services are provided that meet the overall organizational direction.

### ***Required Qualifications and Experience***

- Administrative Assistant certificate required or equivalent work experience
- A minimum of 2 years hands on administrative support experience in a busy office setting
- Experience in accounting and/or payroll an asset
- Proficiency in Microsoft Office (excel, word, outlook are mandatory)
- Experience in payroll processing on a computerized system an asset
- Ability to manage multiple tasks and multiple requests simultaneously
- Proficiency in operating general office equipment
- Excellent written and verbal communication skills
- Ability to maintain confidentiality.

The successful candidate will be required to produce a CPIC, valid driver's license and have reliable transportation prior to commencement of work.

***Application Process***

Wanuskewin Heritage Park offers a fair and competitive compensation and benefit package. Please submit your resume, cover letter and your preference with respect to full-time or part-time work, by email no later than September 7<sup>th</sup>, 2018 at 4:00 p.m. to:

Wanuskewin Heritage Park Authority  
Attn.: Human Resources  
RR#4 Penner Road  
Saskatoon SK S7K 3J7  
Email: [humanresources@wanuskewin.com](mailto:humanresources@wanuskewin.com)

Please note that people with Aboriginal Ancestry will be given preference, however, we are an equal opportunity employer and will hire the best candidate available based on all resumes submitted (HRC-E-91-09) (HRC-E-91-17).