

OUT-OF-SCOPE - OFFICE ASSISTANT

The Saskatchewan Rivers Public School Division is inviting applications for an Out-of-Scope Office Assistant. This position assists management to achieve an efficient operation in the Education Centre through exemplary performance in a variety of receptionist, office management, and clerical functions and in doing so ensures the safety and security of confidential information and documents.

This position reports directly to the Administrative Services Officer.

Duties and Responsibilities:

- Perform receptionist duties such as answering incoming calls, ascertaining the nature of the call and directing to appropriate personnel in a professional and courteous manner.
- Greet all clients, respond to their inquiries and direct them or refer them to the appropriate meeting location or staff member if unable to assist.
- Program and maintain the electronic telephone and voice mail systems as required.
- Manage and maintain the electronic booking system for scheduling of all seminar rooms at the Education Centre and ensure appropriate information is posted as required. Ensure facilitators are aware of the fire drill instructions, use of equipment in seminar room and availability of refreshments.
- Ensure that basic maintenance of photocopiers, mail machine and laminator is handled including contacting appropriate companies for maintenance and ordering supplies as required.
- Process incoming/outgoing mail, courier deliveries and faxes on a daily basis. Maintain records of all transactions and prepare and submit reports as required.
- Ensure adequate inventory of all required office supplies is available for Education Centre/Support Services Centre staff; requisition office supplies online using Pcard for purchases, and reconcile Pcard transactions monthly.
- Program the doors of the Education Centre for access during office hours and for other meetings and functions as required.
- Perform the data entry for leaves of staff based at the Education Centre, Support Services Centre and Maintenance Centre, as well as timesheets for the Division.
- Assist with Human Resources duties including interview arrangements and filing of applications.
- Perform confidential secretarial duties for Administrative Council members and/or Superintendents as required.
- Act as contact person for all Education Centre, Support Services and Maintenance Centre staff regarding unplanned leaves.
- Register and maintain database and records for home-based students for the school division in conjunction with Superintendent of Schools.
- Assist staff with the creation of specialized documents.
- Handle minimal amounts of cash for small items received from staff.
- Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- Perform other related duties as assigned.

The compensation package will be negotiated with the successful candidate. Duties are to commence on August 31, 2026, or as mutually agreed upon, to June 30, 2027, or upon return of employee on leave.

Qualified candidates are invited to submit a resume, including at least three references, minimum of two supervisors, no later than **12:00 noon on Tuesday, August 25, 2026** to:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East • Prince Albert, Saskatchewan S6V 1B1
Fax 306-763-4460 hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Questions may be directed to Joyce Ward jward@srsd119.ca or 306-764-1571, ext. 2023

Applicants who submit their application by the deadline date will be considered; however, the competition may remain open until a suitable applicant is chosen.

Only shortlisted applicants will be contacted.

Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.