

Looking for a career with purpose and passion?

Executive Administrative Assistant

Ministry of Environment
Prince Albert, SK; Regina, SK.

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your
future

The [Ministry of Environment](#) takes a team-based approach to protecting Saskatchewan's environment for the well-being of the province, its people and its future. We use science-based solutions and environmental laws to help safeguard communities and to protect our air, land, water and habitat. We are committed to high citizen and client satisfaction through workplace excellence, continuous improvement and innovation.

The Ministry of Environment is seeking two highly-motivated, detail-oriented and innovative Executive Assistants to join our Fish and Wildlife team in Prince Albert and our Lands team in Regina.

Each position will reporting directly to the Executive Director, and as a member of the branch Management Teams, you will be responsible for managing all branch administrative functions. As Executive Administrative Assistant, you will supervise and work with the Administrative Assistant to carry out the administrative functions of the branch including being responsible for ensuring coordination of branch documents are handled efficiently – i.e., requests for prior approval, referrals and casework, contracts and requests for payment, etc. This includes coordination with the Communication and Client Service Branch, the Ministry of Central Services, and the Deputy Minister's Office.

Our candidate of choice must have exceptional organization skills to oversee administrative staff by organizing and prioritizing tasks, directing workflow and adjusting workloads to ensure timely completion of documents and a smooth operation of the office and have the ability to identify and assist in the resolution of confidential and sensitive issues on a routine basis.

Typically, the knowledge and skills required for this position would be obtained through formal education in human resources, administration or related field (degree or diploma) and experience in a senior administrative position. Experience in supervising staff will be an asset.

Your application must clearly demonstrate how you meet the above knowledge skills and experience.

Closing Date: February 20, 2023

Competition Number: ADM021629

The Government of Saskatchewan offers a wide range of careers with purpose and passion. Our people enjoy an enviable work/life balance in an environment that supports creativity, innovation and diversity while providing learning and career development opportunities. We are helping make Saskatchewan the best place to live, work and raise our families, by building the best public service in Canada. Join the team!

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