



ADMINISTRATIVE ASSISTANT – La Ronge Office

Do you have experience working in a dynamic office setting where you are working directly with management and supporting a team of people who work directly with communities and community groups?

The Northern Sport, Culture and Recreation District is presently recruiting a person to support the team while the incumbent is on a maternity leave. Do you have the desire and skills to;

- **Work in sport, culture and recreation administration**
- **Undertake office management and word processing**
- **Complete Monthly Financial Detail (Simply Accounting)**
- **Arrange and participate in meetings, conferences and project team activities**

This position reports directly to the General Manager and should have a relevant diploma with sufficient related work experience and professional development, or equivalent, related experience and professional development. The Administrative Assistant will have highly developed skills in such areas as human relations (interpersonal relationships); communications, both written and verbal; problem-solving; administration (management); finance; and public relations.

Salary: As per range for 37.5 hour week.

Closing date: March 1st, 2010

Please submit your resume to:

Administrative Assistant Candidate
Northern Sport, Culture and Recreation District
Box 1097
La Ronge, SK S0J 1L0

Fax: (306) 425-4036

Email: mhewison@nscrd.com
