



**WORKING
TOGETHER FOR
SASKATCHEWAN**

Saskatchewan Government and General Employees' Union

OFFICE SUPPORT WORKER

Full-time term up to one year

1 position in Prince Albert

Posting: #2024-15

Internal and external job posting

Posting Date: Friday, July 26, 2024

Closing Date: Friday, August 9, 2024, at 5:00pm

Pay Band 2 (\$26.10 to \$28.31 per hour)

1011 Devonshire Dr. N
Regina, SK S4X 2X4
(p) 306.522.8571
1.800.667.5221
(f) 306.347.7822

802 Queen St.
Saskatoon, SK S7K 0N1
(p) 306.652.1811
1.800.667.9791
(f) 306.664.7134

435 40th St. E
Prince Albert, SK S6W 0A5
(p) 306.764.5201
1.800.667.9355
(f) 306.763.4763



The Saskatchewan Government and General Employees' Union (SGEU) has a rich 100-year history as a made-in-Saskatchewan labour partner. We are a fast-growing membership driven union that advocates for healthy productive work environments and inclusive representation and are always looking for great talent to add to our expanding teams!

**Are you passionate about helping people?
Are you a dedicated administrative support professional?
Join SGEU today!**

WHO YOU ARE:

Candidates will have the following qualifications:

- Completion of high school diploma or GED combined with one year office education courses from a recognized school or business college or, a minimum of three (3) years' experience working in a related role;
- Proficiency in an automated office environment including demonstrated experience with Microsoft Office 365 such as: Word, Excel, Power point, Outlook and TEAMS.
- Experience operating mail and printing services equipment combined with knowledge of office principles and clerical procedures including confidentiality;
- Experience with reception/switchboard roles providing exceptional professional customer service with strong interpersonal skills working as a team player;
- Excellent written and oral communication skills typically demonstrated preparing a variety of correspondence and providing front line member service; and
- Thorough understanding of the Saskatchewan labour movement and trade unions, an asset.

Candidates will have the following primary duties and the knowledge, skills and abilities to complete them:

- Superior organization skills with a proven ability to multi-task in a reception role promptly and professionally answering, transferring calls, and responding to voicemails in a timely manner;
- Ability to greet members and customers and provide assistance with meeting logistics or contacting staff members;
- Demonstrated ability to provide mail services to ensure mail, packages, return mail are sent and/or couriers are coordinated;
- Demonstrated ability prioritizing work assignments;
- Ability to book boardrooms and ensure meeting rooms are set up as required;
- Experience providing printing services while meeting necessary mail out timelines and ensuring print/mail room is stocked and organized;
- Must be able to lift up to thirty (30lbs) regularly – multiple times per month, moving paper and/or print materials;

- Ability to exercise discretion and to support confidential matters, correspondence and inquiries.
- A high degree of diplomacy, discretion, professional maturity and judgement.

OUR WORKPLACE:

SGEU is a fun and collaborative work environment dedicated to excellence in membership services and fostering a strong organizational culture of teamwork, professionalism, and accountability. SGEU has offices in Regina, Saskatoon, and Prince Albert, where our passionate staff provide a wide range of services to over 20,000 members across Saskatchewan.

OUR BENEFITS:

- Competitive salaries
- Earned days off
- Dental care benefits
- Vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- Pension plan
(10% employer funded, 8% employee funded)
- LTD coverage
- Continued education and professional development

HOURS OF WORK:

This position will be headquartered in Prince Albert, Saskatchewan. The standard hours of work for this position are 32 hours per week from 8:00 am to 5:00 pm either Monday to Thursday or Tuesday to Friday.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diversity groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

HOW TO APPLY

If this role and SGEU sounds like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org