



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

Come build a career with us, the Saskatchewan Healthcare Employees' Pension Plan

Administrative Assistant (Permanent Full-Time Position)

We are the pension plan of choice for the employees of hospitals, special-care homes and related healthcare organizations in Saskatchewan.

We are a high-energy organization with a 'can-do' spirit committed to serving the best pension interests of our 45,000 members. We seek influence through engagement, cooperation, hard work and effective communication. We are committed to providing our employees with a valuable work experience, the opportunity to strike a good work/life balance and a competitive salary/benefit package.

As a key member of our communications team you will provide administrative support to the SHEPP senior management team to help ensure smooth operations of our corporate office. In addition you will support the daily activities of the SHEPP Executive Administration including preparing agenda documents, reports and meeting minutes.

You will be responsible for general office duties including filing, preparing letters, memos and reports, coordinating courier and mail maintenance as well as providing support with the organization of management team activities and initiatives. You will assist with the maintenance of the SHEPP corporate records and purchasing of goods and services for the SHEPP corporate office.

To succeed you must have strong interpersonal and organizational skills and the enthusiasm to bring those skills to bear in the best service to our organization. Accuracy and attention to detail is critical.

You possess a certificate or diploma in office administration, have a minimum of three years of experience in an administrative support role, are proficient in English and can communicate effectively, have a basic knowledge of financial accounting principles and are proficient with Microsoft Office applications. You are an extremely efficient team oriented individual, capable of coordinating and accurately completing multiple tasks on time.

Salary Range: \$18.50 to \$22.56 per hour

Please submit resume no later than February 17, 2012 to:

Communications Manager
Saskatchewan Healthcare Employees' Pension Plan
4th Floor, 295 Henderson Drive
Regina, SK S4N 6C2
Fax: (306) 751-8301
Email: careers@shepp.ca

We thank all applicants, but only those candidates to be interviewed will be contacted.

Prior to starting employment with SHEPP, the selected candidate will be required to undergo a criminal record check.