



LIFESAVING SOCIETY®

The Lifeguarding Experts

The Lifesaving Society - Saskatchewan Branch

Career Opportunity: Office Assistant

The Saskatchewan Branch of the Lifesaving Society is accepting applications for the position of Office Assistant. This is a part-time, contract term position starting ASAP – May, 2022 with an option to renew.

Summary of Duties: This individual will assist the Administration Manager in running the day-to-day operations of the Saskatchewan Branch office.

Duties Include but Are Not Limited To:

- reception
- data processing
- shipping and receiving
- inventory management
- program support
- light cleaning

Required Skills:

- minimum of high school diploma or equivalent
- standard First Aid Certification
- valid Saskatchewan Drivers' License
- customer service experience
- ability to work on their own as well as a team
- working Knowledge of Microsoft Office programs (Excel, Word, Outlook)
- good verbal and written communication skills

*Priority will be given to candidates with training and knowledge of Lifesaving Society programs.

A criminal record check will be required of the successful applicant.

Approximately 25 – 30/hours week \$14.00/hour

Please apply in confidence with cover letter and résumé to the Lifesaving Society Office:

Email: lifesaving@sasktel.net

Phone: (306)780-9255

Website: www.lifesavingsociety.sk.ca

Deadline: December 13th, 2021 @4:00pm