



New Democrats

Job Vacancy – EXTERNAL POSTING

Position Title	Receptionist/Administrative Clerk
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The New Democratic Party of Saskatchewan has an opening for a Receptionist/Administrative Clerk in our Regina office for May 1, 2019.

The Receptionist/Administrative Clerk provides a wide range of support functions for the Provincial Office. A key responsibility is to provide telephone and personal reception for callers and visitors to the Provincial Office. Other responsibilities include assisting with entry and processing of membership and revenue transactions and general office duties.

Major Accountabilities and Responsibilities:

1. Provide courteous and timely telephone and personal reception for callers and visitors
2. Processing all incoming and outgoing mail
3. Preparing and proofing documents and correspondence
4. Photocopying, filing and retrieving of general files
5. Assisting in providing timely and accurate entry and processing of membership and revenue transactions
6. Arranging facility bookings, accommodation and travel for staff, members and party committees
7. Any other general office duties as assigned

Knowledge Skills and Abilities:

- Knowledge is generally acquired by having completed a Certificate Program in Office Administration and 1 to 2 years' experience, or an equivalent combination of education and experience.
- A working knowledge of accounting software applications and proficiency with computers is essential.
- High level of attention to detail and accuracy in maintaining office and accounting records
- Demonstrated skill in adapting to new computer applications quickly.
- Understanding of general office procedures, equipment and operations
- Ability to communicate effectively orally and in writing

- Ability to get along well with others and work as a team member
- Ability to work with minimal supervision
- Must be Bondable

Interpersonal Skills

- Exceptional ability to deal with callers and visitors in a courteous, friendly and helpful manner
- Diplomacy, effective listening, and remaining calm and courteous under pressure are essential in handling transactions that affect members, volunteers, program participants, donors and vendors

Details

The successful applicant will be a member of COPE Local 397. The salary range for this position is \$2,583 to \$3,107 per month. Hours of Work are Monday to Friday, 8:30 a.m. to 5:00 p.m. (7.5 hours per day), with one casual day off per month. Anticipated start date is May 1, 2019.

Submit applications by Thursday, March 21, 2019, 5:00 pm by email to employment@saskndp.ca.

The Saskatchewan NDP welcomes all applicants and offers a respectful workplace. We wish to develop a representative workforce, and welcome applications from Indigenous people, persons with disabilities, racialized persons, women, and gender and sexually diverse persons.