

Job posting for Office Administrator

Part-time, Contract

Office Administrator

Employment Type: Contract leading to Permanent Part-time

Location(s): SK-Regina and Area

Salary Range: \$24 - \$27 Hourly

Wascana Upper Qu'Appelle Watersheds Association Taking Responsibility Inc. (WUQWATR) located in Regina, Saskatchewan is a not for profit NGO that works with stakeholders primarily in our 23,443 square kilometre watershed. WUQWATR delivers innovative watershed management and source water protection to all stakeholders in collaboration with the Water Security Agency, ALUS Canada and other partners.

WUQWATR is looking for a detail-oriented and organized Office Administrator whose duties will include accounting, administrative support and communications. The successful candidate will perform a wide variety of tasks including, but not limited to, proposal development, accounts payable and receivable, office administration, records management, fiscal responsibilities, purchasing and contract administration.

The successful candidate will contribute to a positive and healthy work environment, be self-motivated, innovative and professional. The candidate will be committed to service excellence, flexible and able to meet changing demands.

The successful candidate will have effective writing skills with knowledge of accounting principles and procedures, office and/or administrative procedures and computer applications such as word processing, spreadsheet software, database and operating systems and/or computer hardware. The candidate must have experience using QuickBooks Online.

Typically, the knowledge and abilities required for this position would be obtained through the completion of a two-year office education/administration or accounting certificate with related work experience. Candidates who have an equivalent combination of experience, training and/or education will be considered.

We are committed to workplace diversity and adhere to COVID-19 restrictions. Only those considered for employment will be contacted.

Hours of Work: 25 hours/week.

Number of Openings: 1

Closing Date: June 1, 2021 Midnight

All interested persons please send resumes to WUQWATR at wuqwatr@gmail.com.