

Office Support Worker

Part time: 1 position

Location: Regina SK

Internal and External Posting: #2026-31

Posting Date: September 24, 2026

Closing Date: October 7, 2026

Pay Band: Level 2 (\$26.41 to \$31.68/hour)

Looking for a Friday gig? We've got a desk for you!

Post secondary student building your workplace skills? Retired and looking to stay busy and share your experience? Somewhere in between?

We're looking for a friendly, reliable Office Support Worker (OSW) to help keep things running smoothly at our reception desk as coverage, particularly on Fridays. You'll greet people, answer the phone, provide reception coverage, and pitch in with basic administrative support tasks. Nothing overly complicated, but you need to be responsible, organized, dependable and comfortable dealing with people.

The must haves: Friday availability, that's your time to shine!

The bonus: You'd like some extra hours too. We'd love someone who can also work Tuesdays and Thursdays, or cover daily breaks, but we're open to flexible schedules for the right person.

If you're dependable, friendly, willing to learn (or share what you already know), and want a positive place to work, we'd love to hear from you!

WHAT YOU'RE BRINGING

- 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.

THE FUN PART – THE MANY HATS YOU'LL WEAR

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.

GREAT PEOPLE. BIG WORK.

Looking for a workplace where you can do good work, have some fun, and actually enjoy the people you work with? Join a team that values collaboration, fresh ideas and helping each other succeed. We're supportive, people-focused with great benefits, strong employee supports and a team of genuinely good people. If you're looking for a workplace where your ideas matter and your contributions are valued, we'd love to meet you! SGEU operates on the traditional territories of Treaty 4 and Treaty 6 and the homeland of the Métis nation and are grateful to live and work on these lands and remain committed to advancing truth and reconciliation.

THE GOOD STUFF - a part-time job, with all the benefits!

- Earned days off
- Dental & vision benefits
- Extended health care benefits
- \$1,000/year, Health Spending Account
- Pension (11% employer, 7% employee)
- Continued education and professional development opportunities

THE WHEN AND WHERE

Headquartered in Regina, Saskatchewan, flexibility is part of the job, with Fridays a must! The standard schedule is approximately 24 hours a week, usually between 9:30 AM – 3:30 PM, and all day Fridays!

THERE'S ROOM AT THE TABLE

Good teams aren't all the same. SGEU is committed to creating a workplace where everyone has the opportunity to participate. We value different perspectives, experiences, and ideas that people bring to SGEU. We encourage applications from members of equity-deserving groups recognized by the Saskatchewan Human Rights Commission, including 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. If you bring a different perspective to the table, we want to hear from you.

READY TO MAKE YOUR MOVE?

If you've made it this far and thought, "This sounds like my kind of job," we'd love to hear from you. Send us your cover letter and résumé to recruitment@sgeu.org that highlights your experience. Candidates must be eligible to work in Canada. Any required work permits or other authorizations are the responsibility of the applicant. Good ideas, great experience, and a compelling application? We're ready when you are!

***Only candidates selected for an Interview will be contacted.
USW Local 9841 qualified candidates will be given first consideration.***