

Administrative Assistant – Saskatoon

Permanent full-time: 1 position

Location: Saskatoon

Internal/External Posting: 2026-33

Posting Date: October 22, 2026

Closing Date: November 4, 2026

Pay Band: 4 (\$31.65 to \$37.97)

Love Keeping Things on Track?**Behind Every Great Team is a Great Administrative Assistant****Keep Things Running Smoothly – Join Our Team!****Your Next Chapter Starts at SGEU!**

SGEU is looking for an organized, proactive and detail-oriented Administrative Assistant who enjoys keeping things running smoothly and supporting a team. The ideal candidate is a strong communicator, a problem-solver and someone who can juggle multiple priorities while staying on top of the details. With a positive attitude, a collaborative spirit and a commitment to providing excellent administrative support, you'll play an important role in helping SGEU serve its members across Saskatchewan. If you're someone who loves making things happen behind the scenes and takes pride in keeping everything on track, we'd love to hear from you!

WHAT YOU'RE BRINGING

- Completion of high school diploma or GED combined with one year of office education courses from a recognized school or business college or, a minimum of three (3) years' experience working as an administrative assistant;
- Proficiency in an automated office environment including demonstrated experience with advanced features of Microsoft Office 365 such as: Word, Excel, Power Point, Outlook and TEAMS;
- Experience with database management or data entry including running database searches and/or reports;
- Advanced experience providing exceptional customer service and strong interpersonal skills to work as a team; and
- Thorough understanding of the Saskatchewan labour movement and trade unions is an asset.

THE FUN PART – THE MANY HATS YOU'LL WEAR

- Ability to exercise discretion and problem solving to support confidential matters, correspondence and inquiries as well as respond to information requests;
- Create, maintain and follow standard operating procedures including hard copy and electronic filing practices with accuracy;
- Superior organization skills with a proven ability to multi-task, never sacrifice quality;
- Demonstrated ability to be detail oriented and support the preparation, final formatting and proofreading of a variety of documents, letters, and correspondence;
- Excellent knowledge of office procedures of an administrative nature such as: planning travel/hotel logistics and scheduling, completing expense reports, book meeting rooms, and other administrative functions;
- Demonstrated ability prioritizing work assignments and escalation of work to manage information flow and conflicting priorities in a timely and accurate manner;

- Ability to provide coverage, as required for reception or other cross-functional clerical and administrative support; and
- Exceptional communication skills, both written and oral.

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

- Competitive salaries
- Earned days off
- Dental care benefits
- Vision care benefits
- Extended health care benefits
- \$1,000/year, Health Spending Account
- Pension plan (11% employer funded, 7% employee funded)
- Long-Term Disability coverage
- Continued education and professional development

THE WHERE AND THE WHEN

This position will be headquartered in Saskatoon. The standard hours of work for these positions, designated as Office Employee, are five (5) days one week and four (4) days the next, within SGEU's hours of operation from 8:00 am to 5:00 pm.

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.***