

Administrative Assistant

The Saskatchewan Association of Health Organizations Inc. (SAHO) is a non-profit, non-government association which provides services to Health Sector Employers throughout the province.

As the designated employers' bargaining agent for health sector employers, SAHO leads collective bargaining and interpretation, arbitrations, classification, job evaluation, data analytics and compensation services through representation of provincial health sector employers.

Thank you to all applicants for your interest in SAHO. We will contact only those selected for an interview.

SAHO is seeking a full-time Administrative Assistant to provide support within its Classification and Job Evaluation Department as well as its Bargaining and Interpretation Department. This position is located in Regina.

This position reports to the Director of Classification and Job Evaluation.

The Administrative Assistant is responsible for the provision of day-to-day administrative and organizational support.

Key Responsibilities:

- Contribute to the efficient operation of the organization by performing timely and accurate confidential administrative, clerical and receptionist duties and other related support functions.
- Provide technical administrative support through the exemplary use of the Microsoft Office suite of products.
- Update and maintain departmental databases, filing systems and corporate records.
- Be able to work collegially, collaboratively and build positive relationships through respectful and professional interactions.

The successful candidate will possess the following:

- Grade 12 and completion of one-year post-secondary education in office administration.
- 1-3 years working in an administrative assistant position.
- A combination of education and experience will be considered.

This position is classified at pay band 2 with a salary range from \$53,796 - \$69,933 annually plus a comprehensive benefits package.

Please apply in confidence by **March 1, 2026**, to Heather Whiting, at heather.whiting@saho.ca.

Prior to being offered the position with SAHO, the selected candidate will be required to complete a criminal record check.