

Executive 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 Executive Assistant to provide executive support and coordination to the CEO, Board of Directors and the Executive Director. This position is located in Regina.

This position reports to the CEO.

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

Key Responsibilities:

- Provide senior administrative and executive support to the CEO and Executive Director.
- Takes minutes and prepares documents as required for specific committees.
- Draft, review, and edit confidential reports and materials, and conduct research to support organizational initiatives and policy development.
- Support Board of Directors, including document management.
- Support Legal Counsel, including document preparation.
- Assist with financial and administrative processes such as purchase orders, invoice processing, and budget preparation.
- Coordinate HR activities including onboarding, documentation, and employee records, while supporting training and workplace safety initiatives.
- Oversee office operations and administrative functions.

The successful candidate will possess the following:

- Grade 12 and completion of two-year post-secondary education in office administration or Human Resources.
- 3-5 years working in a senior administrative position.
- A combination of education and experience will be considered.

This position is classified at pay band 3 with a salary range from \$61,737 - \$80,257 (2022 rates) annually plus a comprehensive benefits package and a defined benefit pension plan.

Please apply in confidence by **May 18, 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.