



Office Assistant

The Alzheimer Society of Saskatchewan (ASOS) is a volunteer-based, non-profit organization committed to improving the lives of people affected by Alzheimer's disease and related dementias.

We are hiring a Full-time Office Assistant to join our dynamic team in Saskatoon. Your role will involve administrating day-to-day office operations, coordinating administrative tasks, and ensuring the office runs smoothly. We are looking for someone with exceptional organizational and communication abilities, along with a dedication to fostering a positive and efficient work environment.

Responsibilities include performing office receptionist duties, responding to inquiries from internal and external clients by providing them with clear, accurate information in a professional, discrete, and respectful manner. Processing charitable receipts, processing daily mail and courier shipments, ordering office supplies and equipment, and processing payables, receivables and other financial reporting. Some travel may be required.

The ideal candidate should have the following skills and requirements:

- Certificate or diploma in Office Administration or related work experience
- Proven experience in an office administrative role or similar position with a minimum of three years' work experience
- Knowledge of the non-profit / charitable sector considered an asset
- Proficiency in using Microsoft 365 software
- Experience working with cloud base systems such as Blackbaud, SharePoint considered an asset
- Experience working with accounting systems such as Sage Accounting
- Experience in processing accounts payable and receivable
- Customer service experience and experience with phone systems
- Experience reviewing and updating office policies and procedures
- Complete tasks on time and ability to properly prioritize work environment
- Strong problem-solving and time management skills
- Strong verbal and written communication skills
- High attention to accuracy and detail
- Demonstrate ability to work effectively as part of a team and contribute to a collaborative office culture

Salary Range: \$39,659 – \$50,990

The Alzheimer Society of Saskatchewan provides extended health benefits through 3sHealth and participates in SHEPP (Saskatchewan Healthcare Employees' Pension Plan). If you are prepared to make a substantial impact and help drive our organization's success, we encourage you to apply and join our committed team.

Alzheimer Society of Saskatchewan
#301- 2550 – 12th Avenue Regina, SK S4P 3X1
Email: careers@alzheimer.sk.ca

We thank all who apply, but only those selected for an interview will be contacted.