

КОНГРЕС УКРАЇНЦІВ КАНАДИ — Провінційна Рада Саскачевану

UKRAINIAN CANADIAN CONGRESS — Saskatchewan Provincial Council

CONGRÈS CANADIEN UKRAINIEN — Conseil Provincial de la Saskatchewan



## ADMINISTRATIVE ASSISTANT File No.:

The Ukrainian Canadian Congress – Saskatchewan Provincial Council Inc. is currently seeking an out-going, experienced individual to fill the position of Administrative Assistant. The successful candidate will be responsible for a variety of administrative and clerical duties. This Saskatoon-based term position is part-time, 20-35 hours per week.

### MAIN DUTIES:

- answer telephone, screen and direct calls, monitor voice mail
- take accurate messages, direct to appropriate personnel
- greet and direct walk-in visitors/clients, handle queries
- general administrative and clerical support
- type correspondence, report and other documents
- receive/log/direct mail, email and fax correspondence
- assist with office outgoing mail-outs as required
- basic bookkeeping (prepare timely payment of office bills, prepare/maintain client invoices, prepare bank deposits, process payments/donations, issue receipts)
- assist with preparations for Board and Committee meetings
- support staff in assigned project activities
- maintain office files (hard copy and electronic)
- monitor office supply inventory, purchase supplies as required
- assist with administration of UCC-SPC events
- tidy office on weekly basis, maintain display cases, care for office plants
- provide administrative support for branch activities

### QUALIFICATIONS

- ✓ knowledge of administrative and clerical procedures
- ✓ knowledge of customer service principles and practices
- ✓ proficient in Windows OS, Microsoft Office applications with good keyboarding skills
- ✓ knowledge of QuickBooks an asset
- ✓ proficient English and Ukrainian languages (conversational, reading, writing)
- ✓ effective communication skills (written, oral)
- ✓ good organizational, time management and stress management skills
- ✓ bondable, strong interpersonal skills, adaptable and versatile
- ✓ attentive to detail, takes initiative, responsible, can work independently
- ✓ available weekends as required

### HOW TO APPLY

Please submit resume with three references and cover letter to:

Ukrainian Canadian Congress - Saskatchewan Provincial Council  
Attention: Danylo Puderak, Executive Director  
1219 8<sup>th</sup> Street East, Saskatoon, SK, S7H 0S5

**Deadline:** Monday 01 February 2010.

**Start Date:** Monday 08 February 2010

**Salary:** commensurate with skills and experience

*Only candidates selected for an interview will be contacted.*

*For further information, please contact UCC-SPC.*

1219 8th Street East, Saskatoon, Saskatchewan S7H 0S5

Tel./Тел. (306) 652-5850 Fax/Факс: (306) 665-2127

Toll Free/Безкоштовно: 1-888-652-5850

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