



Job Description

Administrative Assistant - Regina

Reports To

Provincial Director of Operations

Hiring Manager

CEO, Saskatchewan Construction Association

Summary

The Administration provides the day-to-day administrative needs and organizational duties for the integrated network of 5 construction associations: Saskatchewan Construction Association (SKCA), Saskatoon Construction Association (SCA), Regina Construction Association (RCA) Prince Albert Construction Association (PACA) and Moose Jaw Association (MJCA) in the province of Saskatchewan. This position will work closely with the integrated staff team and will primarily provide administrative support based on geographic location to staff members in the Regina, Moose Jaw and SKCA offices and will have the Regina Construction Association as its home base. Administrative duties will vary based on the needs of the teams being supported, and as the needs of the teams change.

Job Duties

Key Responsibilities:

Administration:

- Provide general reception including, answering phones, managing mail and deliveries, and greeting visitors.
- Provide administrative support including, editing, collating, photocopying, document assembly, vendor management, schedule management, booking travel arrangements, and meeting coordination.
- Coordinate meeting logistics including, scheduling meeting rooms, preparing agendas and material, arranging catering, room set-up, equipment needs, and attendee invitations.
- Manage bookings for the boardroom and training room.
- Manage and update the integrated master calendar of events, dates, and deadlines that are critical to the associations.
- Oversee the day-to-day needs of the Regina office, including the coordination of office supplies, equipment, IT, furniture, and related vendor management.
- Create and maintain the filing systems of electronic and paper records.
- Assist with tracking education and event registrations, invoicing members as needed.



- Fill and invoice for CCDCC/CCA orders.
- Fill and invoice for blueprint orders.
- Coordinate travel for staff, Board and ELT as required.
- Provide plan room assistance.
- Assist with compiling packages for Board and Committee meetings.

Membership:

- Assist with the annual membership renewal process including processing member applications, invoicing, email follow-up, and receiving and reconciling payments.
- Maintain and update member information in databases and communication platforms.
- Produce quarterly CCA member lists and bi-annual membership reconciliations.

Other Responsibilities:

- Provide support to the operations staff.
- Cross training on other staff positions where applicable.
- Provide back-up support to the others team members as needed.
- Other duties and projects as required by the ELT and Provincial Director of Operations.

Qualifications & Education Requirements:

- Certificate in related field such as business or office administration, or equivalent level of experience.
- 2-3 years' experience in administration for a business or organization
- Proficient in Microsoft Office365 Suite, in particular Outlook, Word and Excel.
- Experience with Sage 50 accounting software an asset.
- Data entry experience is required.
- An understanding of the issues and priorities of Saskatchewan's construction industry is an asset.
- Knowledge and understanding of working in a member-driven association and the ability to respond to member's needs; and exercise diplomacy amongst diverse perspectives and priorities is an asset.
- Must be flexible and work well in a collaborative team environment across multiple associations.

Required Skills:

- Exceptional writing, interpersonal and listening skills are required.
- Must be poised, patient, and courteous and always maintain a professional manner.
- Extraordinary ability to exercise independent judgement and make sound decisions.



- Ability to plan, organize and prioritize work, with competing timelines across multiple organizations.
- Resourceful, inquisitive, flexible, a problem solver.
- Motivated to develop relationships within the construction industry with a focus on engagement and collaboration.
- Ability to apply a members' first mindset to all decision-making.
- Demonstrates and promotes the qualities of a team first culture.

Working Conditions:

- This position works five days per week.
- Sitting for long periods of time and long hours at a computer are typical for this role.
- Ability to work overtime in peak periods.
- This position is expected to travel to work at local offices and to support local association work on a regular basis as necessary, including overnight stays as required.