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## Office Administrator

The Saskatchewan Wheat Development Commission is a producer-led organization established by the Saskatchewan government in June 2013 to build a platform for growth in the province's wheat industry. Its mandate is to enhance wheat producers' competitiveness and profitability through research, market development, advocacy and communication activities.

The Office Administrator reports to the General Manager and is responsible for carrying out the day-to-day administrative activities of the Saskatchewan Wheat Development Commission as well as providing administrative support to the General Manager, Board of Directors, Board Committees and other management staff. Duties will also include financial administration, human resource administration and some event management. This is a full-time, salaried position (37.5 hours per week); some travel may be required.

The successful candidate will possess:

- proven ability to carry out day-to-day office duties
- experience in providing logistical support for meetings and travel
- proven capability in taking minutes, drafting correspondence, policies, etc.
- familiarity with budgetary processes and management of finances
- attention to detail
- excellence in planning and organization
- strong verbal and written communication skills, strong interpersonal skills
- analytical capability, strong problem-solving skills
- dedication to a strong and consistent work effort
- proficient with computer office software programming and office equipment
- ability to work independently and as part of a team
- knowledge of crop-based agricultural and programs in Western Canada an asset

### Education and Work Experience:

The knowledge and skills required for this position will most likely have been obtained through an office administration program or business administration program from a recognized college and a minimum of five years' experience in office administration.

**Please submit your resume by Friday, September 15, 2017 to:**

Saskatchewan Wheat Development Commission

Email: [info@saskwheatcommission.com](mailto:info@saskwheatcommission.com)

*Thank you for your interest in the Saskatchewan Wheat Development Commission.  
Only candidates selected for an interview will be contacted.*