

Administrative Assistant (Temporary 12 months)

Division & Unit: President & CEO's Office

Location: Regina, SK

Hourly Wage: \$21.10 - \$26.35 (Classification 4)

Competition Number: WSA-62-2025/26

We are seeking a detail-oriented, adaptable, and dependable Administrative Assistant to join our collaborative team and support daily office operations. As the first point of contact for clients and staff, you will help ensure smooth communication, efficient workflow, and a welcoming office environment.

As an Administrative Assistant, you will work within a team environment and provide clerical and administrative support services. Your work will include preparing correspondence, forms, memorandums, minutes, reports, and other documents in accordance with established standards. In addition, you will undertake routine reception by answering phone calls and coordinating the mail duties.

You will receive and respond to inquiries from clients and staff of a routine nature referring more complex or difficult inquiries to the appropriate work unit. This position will greet and welcome visitors, ensure the proper security procedures are followed and answer phone calls and forward questions to the appropriate agency or individual for response.

You will receive and process all incoming and outgoing mail and courier deliveries and order office and other supplies as well.

The successful candidate will have completed a one-year Office Education program or similar program.

This role is subject to a satisfactory criminal record check.

We offer rewarding career opportunities, competitive salaries, and a comprehensive benefits package.

To learn more about Water Security Agency and the meaningful work we do, visit wsask.ca

To Apply:

Please submit a cover letter quoting the competition number **WSA-62-2025/26**, a detailed resume by **5:00pm April 14, 2026** and email hr@wsask.ca

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.