



Job Title: Office Manager
Job Competition: SW-45-2023
Location: Moose Jaw
Salary: \$4,801 to \$6,241 per month (Management Level 2)

Immerse yourself in a team committed to creating trusted and sustainable water solutions for a vibrant Saskatchewan. A team backed by a corporation with over 60 years of experience providing water and wastewater services. That's a lot of knowledge.

But there's more. SaskWater offers an attractive benefits package including employer-funded health, dental and vision benefits, pension, and disability insurance, plus vacation leave, earned days off, and paid family leave and sick leave. At SaskWater you can take advantage of extras such as flexible work options, a tuition reimbursement program, employee family assistance plans, maternity leave top-up and more. H2Wh0a!!

Now that's refreshing! Apply today.

As the Office Manager, you will be responsible for governance and management of a Corporate-wide records and information management program. You will maintain sole responsibility for leased facilities and act as office manager for Head Office.

To qualify, you will have a degree or diploma in Administration, Business Administration or similar discipline. Enterprise Content Management (ECM) Specialist and/or Electronic Records Management (ERM) Specialist designations are preferred.

Special Requirements: *The position requires the incumbent to undergo a Criminal Record Check and Drug and Alcohol test. You must be legally entitled to work in Canada. A valid Saskatchewan driver's license is required.*

Application Deadline

November 21, 2023

To Apply

Please indicate the job competition number and where you learned of this opportunity and send a resume and cover letter to:

SaskWater
Senior Human Resources Consultant
Email: hr@saskwater.com

SaskWater offers competitive wages and an attractive benefits package. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

SaskWater values workplace diversity and is committed to maintaining an inclusive and respectful workplace.

