



Trans-Care Rescue Ltd.

Box 559 – 225 Service Road West

Langham SK S0K 2L0

Phone: (306) 283-4496 Fax: (306) 283-4456

Administrative Assistant/Training Coordinator

Trans-Care Rescue Ltd., located 30 km north of Saskatoon on Highway 16, in Langham, SK, is looking to hire a permanent full-time Administrative Assistant/Training Coordinator. This is a Monday to Friday, 40 hour week, 8:00am-5:00pm position.

Required Qualifications:

- Type and proofread correspondence, training manuals, power point presentations, certificates, forms, and other documents.
- Maintain client correspondence regarding course outlines, information, estimates, and final invoice.
- Schedule and coordinate training courses and events.
- Be familiar with multi-line phone system functions and administration, as well as proper phone etiquette.
- Greet clients and suppliers in a professional manner.
- Provide secretarial and administrative support to management and other staff.
- Schedule and coordinate meetings, appointments, and travel arrangements (including hotels and flights) for management, instructors and sales staff.
- Excellent computer skills to work within company website and social media platforms (Facebook, Instagram and LinkedIn)
- Collaborate with the management team to design and create company marketing materials such as brochures, email campaigns, decals, trade show displays and apparel.
- Regularly maintain contractor compliance websites, ensuring documentation is properly uploaded and valid.
- Clerical duties including photocopying, faxing, mailing, and filing.
- Maintain office supplies, office equipment, and able to run through basic troubleshooting solutions.

Required Computer Applications:

- Microsoft 365 Applications such as MS PowerPoint, MS Word, MS Publisher, MS Excel.
- Google Suite.
- Typing speed minimum of 40 words per minute.
- Experience with design applications such as Canva, Adobe Photoshop Elements, Mail Chimp and Wix website builder.
- Working knowledge of QuickBooks, Agiliron, ISNetworld, ComplyWorks, Avetta, and SAP Ariba would be an asset.



Trans-Care Rescue Ltd.

Box 559 – 225 Service Road West
Langham SK S0K 2L0
Phone: (306) 283-4496 Fax: (306) 283-4456

Work Conditions and Personal Suitability:

Trans-Care Rescue Ltd. is a fast-paced environment. We are looking for an individual who works well under pressure, pays great attention to detail and can meet deadlines. Excellent oral and written communication skills are a must. This person needs to have superb organization and time management skills with the ability to multi-task.

Wages are dependent upon qualifications.

Please submit cover letter and resume to sheila@trans-carerescue.com
Only applicants meeting the above requirements will be contacted for an interview.

Schedule:

- 8 hour shift

Education:

- Secondary School (preferred)

Experience:

- Front desk: 3 years (preferred)
- Administrative experience: 3 years (preferred)