



Northwest Community Safety Services Inc.

Northwest Community Safety Services Inc. is in west-central Saskatchewan. Northwest Community Safety Services Inc. is a not-for-profit corporation, wholly owned by the R.M. of North Battleford No. 437, the R.M. of Spiritwood No. 496, the R.M. of Meota No. 468, the R.M. of Mervin No. 499, and the Resort Village of Cochin. We serve approximately 5,000 ratepayers within our communities.

Northwest Community Safety Services Inc. is looking for talented and skilled individuals to join our dynamic team. We offer a diverse, inclusive, respectful, and healthy work environment that offers flexible work arrangement to ensure work-life balance. If you value teamwork, challenging assignments, and are innovative, collaborative, and value high quality service to residents, we want to hear from you!

Administrative Support (20 hours per week) Permanent Part-Time based out of the RM of Mervin No. 499 Protective Services

As Administrative Support, you will work collaboratively with Northwest Community Safety Services Inc., which consists of a 10-Member Board of Directors, Chief of Police, Community Safety Officer Sergeant, and Community Safety Officers.

Reporting to the Community Safety Officer Sergeant, the Administrative Support is responsible for but not limited to: managing agendas, scheduling, and organizing travel, meetings/teleconferences; preparing and collating meeting file folders and background information materials; procuring office equipment and supplies; implementing and maintaining a filing system; processing and preparing correspondence; receiving calls and welcoming visitors; policy creation and implementation; billing of service agreements; payroll; banking; email monitoring; and any other related duties as assigned by the Community Safety Officer Sergeant.

Qualifications

- Valid Class 5 License with a clean driver abstract.
- Criminal Record Check and Vulnerable Sector Check that is acceptable.
- Bondable.
- Grade 12 High School Diploma or GED equivalent.
- Certification in administration would be considered an asset.
- Proficient computer skills with knowledge of Microsoft 365.
- Experience with accounting software (QuickBooks, SAGE).
- Experience providing administrative support to management.
- Experience drafting, editing, formatting, and/or revising correspondence and reports.
- Experience implementing and maintaining records management services such as indexing, cross referencing, filing, retrieving, retention, archiving, and/or destroying data.
- Experience providing financial support services (i.e. accounts receivable, accounts payable, controlling petty cash and purchase orders, preparing monthly financial reports, year end audit, budget).
- Experience interpreting information to respond to stakeholder inquiries.

Competencies

- Organization and Time Management – task prioritization, scheduling, planning and coordination.
- Communication Skills - verbal and written communication, listening, customer service.
- Problem-solving and Decision-Making – critical thinking, adaptability, conflict resolution.
- Technological Proficiency – software knowledge, data entry and management, automation tools.
- Financial Administration – budgeting, invoice and payment processing.
- Attention to Detail – accuracy, compliance.
- Teamwork and Collaboration – supportive role, collaboration, interpersonal skills.
- Confidentiality and Discretion – privacy protection, ethical standards.
- Legal and Regulatory Knowledge – compliance awareness.

Rate of Pay: \$26.75 Start Rate. Progressive Steps based on Service to a maximum of \$34.75. Comprehensive Pension and Group Benefits.

Hours of Work: 20 Hours per week, based out of the RM of Mervin No. 499 Protective Services

Posting Closing Date: Until successful candidate is found.

Contact Information

Interested candidates are invited to apply by submitting a detailed resume to email:

nwcssinc@gmail.com

Northwest
Community
Safety Services
PO Box 647
Turtleford, SK
S0M 2Y0

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*Northwest
Community Safety
Services Inc. is an
equal opportunity
employer and values
diversity in the
workplace.*