



Tourism Saskatchewan is a provincial Treasury Board Crown Corporation whose purpose is to promote Saskatchewan as a tourism destination by providing in and out-of-province marketing, delivering visitor services and developing tourism experiences.

The organization is looking for an outstanding **Executive Assistant** to work with the Destination and Workforce Development division. This full-time in-office position is based in Saskatoon and provides administrative support to the senior leadership team within the division. The position works closely with all Tourism Saskatchewan team members and partners, industry, tourism marketing organizations, contractors and other government ministries, Crowns and stakeholders.

Applicants will have completed formal education in business or office administration, combined with work experience in a similar role and be highly motivated, proactive, detail-oriented and well-organized. The person in this job must be able to work independently and in a confidential manner while managing the schedules of those to whom support is provided. Superior skills in using Microsoft Office products are an absolute must. A comprehensive compensation and benefits package is provided. Additional organizational information is available at <https://business.tourismsaskatchewan.com/>.

Please apply by sending your cover letter and resume, along with salary expectations, to [careers@tourismsask.com](mailto:careers@tourismsask.com) by 9:00 a.m. Monday, December 9, 2024.

- ✓ *Testing may be done to evaluate knowledge, skills and abilities.*
- ✓ *As per Tourism Saskatchewan's policy, the successful candidate is required to provide a satisfactory criminal record check.*
- ✓ *The successful candidate may be required to provide proof of acquired education.*