

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

ADM025564 - Admin Support - Human Resources

Ministry: Executive Government>016 Highways

Grade and Job: SGEU.06., PDP - SGEU

Salary Range: \$26.002 - \$32.589

Rate Approved: \$29.295 per hour

Key Responsibilities of position:

In this position, you will report to the Program Support Human Resource Supervisor and you will provide Human Resource and General Office support to Ministry Staff. As part of the administration team that serves a wide range of clients including, but not limited to, various Ministry staff, Ministry executives, branches, divisions, and external stakeholders you will:

- Have knowledge of human resource principles and practices in order to provide advice and guidance to ministry staff in the areas of Recruitment, Taleo, MIDAS, Timekeeping, the Collective Bargaining Agreement, HR Policies, etc.
- Have knowledge of staffing practices, processes and principles in order to work with managers on the recruitment of employees.
- Create, proofread, and format reports, spreadsheets, documents, etc. using various software programs such as Midas, Taleo, and Microsoft Office.
- Ask clear and concise questions to obtain relevant information from clients in order to research the issue and respond to the client or relay complete and accurate messages to the appropriate persons/agency.
- Clearly and accurately explain complex issues, policies, and procedures, referencing legislation and other information to ministry clients.
- Keep detailed records in order to meet government standards and audit requirements.
- Be responsible for general office duties such as answering phones, ordering supplies, receiving/distributing mail and deliveries, recording minutes of meetings, maintaining the various filing systems, and processing invoices/pCards.

Qualifications of person Appointed:

- 25+ years government administrative/office experience.
- Experience with various HR items including paperwork and organizing of hiring/terminating/seasonal layoff.
- Basic accounting skills.
- Extensive experience with administration procedures, protocols and equipment.

Submit challenges to: staffing@gov.sk.ca

Closing Date: November 21, 2025