

CUPE Up-in-Range

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

Relief

ADM025640 - Clerk, Scheduling/Timekeeping

Ministry: Executive Government>036 Social Services

Grade and Job: CUPE.04., PDP - CUPE

Salary Range: \$23.483-\$27.471

Rate Approved: \$26.415 per hour

Key Responsibilities of position:

The successful candidate will work effectively in a team environment, demonstrate initiative to undertake tasks independently, and maintain a professional demeanor when communicating with internal and external clients and stakeholders. Your main responsibilities will include preparation and maintenance of schedules, backfill for staff, validation and entry of information from timesheets within MIDAS systems and providing accrual balances for employees.

Qualifications of person Appointed:

- Over 3 years of relevant experience
- Clinical & Healthcare Safety Certifications & Specialized Training
- Postgraduate in Health Care Administration and Service Management

Submit challenges to staffing@gov.sk.ca

Closing Date: April 28, 2026