



JOB OPPORTUNITIES

Legal Aid Saskatchewan is currently looking for motivated, experienced and energetic individuals to join its Management Team as Administrative Staff Managers.

The ideal candidates will:

- possess a B.Comm. or Administration degree specializing in Operations Management;
- have two+ years of direct supervisory experience;
- possess superior communication and leadership skills

Benefits include:

- salary range for the position is \$67,128 to \$81,593 per annum, based on experience;
- comprehensive benefits package inclusive of a pension plan;
- entitled to 6 weeks off per annum and 13 Statutory Holidays.

As part of the management team, these individuals will manage non-lawyer staff; be involved in setting and carrying out policy; and in planning middle to long-term objectives.

Position	Responsibilities
Administrative Staff Manager – Saskatoon Location	<ul style="list-style-type: none">▪ provincially will plan and design procedures/processes for administrative workflow focusing on CQI; utilize internal data system for reporting and ensure standardized usage; and provide orientation/plan professional development for all non-lawyer staff;▪ will manage the administrative function of the Area Office including supervising all non-lawyer staff.
Provincial Application Center/ Administrative Staff Manager – Regina Location	<ul style="list-style-type: none">▪ will manage the Provincial Application Center ensuring the service provided meets the established standards of quality, including reliability, timeliness and performance; and develop and assess procedures/processes related to the Application Center;▪ will manage the administrative function of the Area Office including supervising all non-lawyer staff.

These are great opportunities for persons with strong interpersonal skills who want to be part of a collegial team that promotes a collaborative and respectful working environment. If you are looking for a challenge, have a sense of humour and the ability to work well with and lead others, this position will appeal to you.

We encourage applications from people of Aboriginal ancestry, of visible minority groups, with disabilities and women seeking management and non-traditional roles. Legal Aid Saskatchewan has an employment equity program approved by the Saskatchewan Human Rights Commission.

To explore these opportunities, we encourage you to send your resumé with references specifying your location preference before January 21, 2019 to:

Human Resources
Legal Aid Saskatchewan – Head Office
#502 - 201 21st Street East SASKATOON SK S7K 0B8
FAX: (306) 933-6764
E-Mail: humanresources@legalaid.sk.ca
Web: www.legalaid.sk.ca

NOTE: We thank all applicants, however only candidates to be interviewed will be contacted.