

Looking for a career with purpose and passion?

Assistant to the Executive Director

Ministry of Highways
Non-Permanent – Saskatoon, SK

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your
future

The Ministry of Highways (MoH) is seeking a highly motivated individual with excellent interpersonal, organizational and leadership skills to join the Central Operations, Operation and Maintenance Division in Saskatoon.

As Executive Assistant to the Regional Executive Director, you will determine and screen the action required on internal and external materials directed to the Executive Director of Central Operations, and the Executive Director of Construction and ensure proper response in terms of written material or mode of response. You will coordinate various issues and projects on behalf of the Regional Executive Director related to program matters, including working with other executive and regional managers to identify and resolve issues. You will be a key resource to the executive directors in the preparation of materials related to branch program and performance.

You will liaise with MoH Executive Office, manage and coordinate emerging issues, public complaints issues, correspondence, briefings and general inquiries on behalf of the ministry related to issues in the Design and Construction Division and Operation and Maintenance Division. You will ensure appropriate distribution, follow up and administration of decision items, ensure appropriate follow up and administration of requests for further information, or research requests on numerous policy, legislative and management issues. You will coordinate the preparation of and reviewing of correspondence prepared in the ministry that will be distributed by the ministry under the Executive Director. You will also provide executive-level support regarding legislation, regulation, ministerial policies and technical engineering practices related to design, construction, traffic engineering, highway maintenance, and highway operations.

To qualify for the Executive Assistant position, you must be eligible to register for membership in the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), have several years equivalent experience. General knowledge of project management, asset management, highway maintenance and preservation, traffic engineering, operations, design, construction, contract administration and contract law is required.

*For a more detailed job description and to apply, please go to www.saskatchewan.ca/careers. Click on Jobs Available to the Public, then click on Non-Permanent. You can search for this job using its competition number.

Closing Date: February 23, 2025

Competition Number: ENG002975

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