

**Come Build a Career at SHEPP**  
**Administrative Assistant –Finance, Investments & IT**  
(Permanent Full-Time Position)

Established in 1962, SHEPP is a multi-employer, defined benefit pension plan which serves the healthcare industry in Saskatchewan. With 60,000 members and over \$8 billion in assets, SHEPP is the largest defined benefit pension plan in the province. We strive to deliver professional pension administration services through a team of passionate, qualified and dedicated individuals. We believe in the organisation's culture and positively impact it every day. We are committed to serving the best interests of our members by delivering a consistent experience to all stakeholders, that is guided by our service standards. We provide our employees a valuable work experience, competitive compensation package and the opportunity to integrate work and life in a healthy and effective way.

As a member of the Executive Administration team, the Administrative Assistant – Finance, Investments & IT is accountable for providing general administrative support in order to contribute to the smooth operation of the SHEPP corporate office, as well as dedicated support for the finance, investments and IT teams. This position is part of the organisation's Executive Administrative team and may be asked to backup other team members as required.

Qualified candidates will possess a post-secondary diploma or certificate in office administration, supplemented by three (3) or more years of experience in an administrative support role, with relevant knowledge of office management and administrative procedures and protocols. A combination of equivalent education, training and experience may be considered.

To succeed in this position, you will have strong initiative with the ability to manage and prioritise work, are self-driven and capable of working at a fast pace with high attention to detail and accuracy. Experience working in a complex industry, such as finance or investments, that is fast-paced and requires analytical skills is highly beneficial.

You have exceptionally-developed computer skills, specifically with Microsoft Office Suite – Word, Excel, Outlook and PowerPoint programs, internet, and general computer operations and are proficient in English with clear and effective verbal and written communication skills.

Salary Range: \$47,306 to \$59,132 (based on qualifications and skills)

Please submit your resume no later than Friday, May 14, 2021 to:

Kelley Orban  
Chief People Officer  
Saskatchewan Healthcare Employees' Pension Plan  
102 - 4581 Parliament Avenue  
Regina, SK S4W 0G3  
Fax: 306.751.8301  
E-mail: [careers@shepp.ca](mailto:careers@shepp.ca)