



Sr. Administrative Assistant Mega Group Inc. – Saskatoon office

Mega Group Inc. is Canada's largest retail buying and support group of independent furniture, appliance and consumer electronics retailers. We are dedicated to providing programs that stimulate growth and promote success. Our vision is to be the essential supplier of retail services ensuring the continued success of the Independent Home Goods retail channel in Canada. As a Platinum Member of Canada's Best Managed Companies, we serve over 700 retail members across the country with offices located in Saskatoon and Boucherville.

We are proud to provide an employee-friendly work environment, where work-life balance is a priority. We value the talents and abilities of our employees and strive for an open, flexible, cooperative, and dynamic work environment.

We are seeking a Sr. Administrative Assistant in our Saskatoon Office. Reporting to the Executive Assistant, the incumbent's primary responsibilities will be:

- Direct supervisor to the Membership Services Administrative Assistant in the Saskatoon office.
- Process multiple expense reports in a timely manner, ensuring all necessary documentation is provided.
- Coordinates transportation, schedules and venues for off-site meetings.
- Understands travel logistics and can generate efficiency and savings in the travel booking process for Leadership Team as requested.
- Coordinate schedules and venues for off-site Board and Executive meetings.
- Coordinate and manages the Annual Report project and various other communication tools.
- Work closely with the EA to coordinate all details of the Annual General Meeting (AGM) of the shareholders and the annual member meeting.
- Maintain files and archival of all Board & Committee documentation.
- Maintain documentation, agreements, and records for Corporate Secretary to the Board.
- Work closely with the EA to coordinate staff Christmas gifts and events.
- Support the Sr. Director of HR for the senior leadership team for monthly meetings and annual workshops, taking notes, building agendas, managing schedules and venues
- Provide administrative support to the HR Team; filing, ensuring proper documentation is on file.
- Support the HR Team in the recruitment process, performing pre-screen calls, scheduling interviews, performing reference checks, organizing orientation & onboarding.
- Support the HR Team in coordinating training and events.

Qualifications

- Post-secondary education in Administration or a similar field
- Minimum 5 years' experience in an Administrative role
- Microsoft Office skills, specifically Word, Excel, and PowerPoint (Intermediate Level)
- Excellent listening and communication skills
- High proficiency in typing
- Exceedingly well organized, flexible, proactive and enjoys the challenges of administrative support
- Maintains customer (internal and external) confidence
- Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications
- Communicates written work with the utmost of grammatical accuracy
- Demonstrates executive presence, confidence, and maturity
- Understands travel logistics and can generate efficiency and savings in the travel booking process
- Experience in a supervisory role considered an asset.
- Bilingualism (French/English) considered an asset

Please apply in confidence to hr@megagroup.ca

**Please note that only those candidates selected for an interview will be contacted.*