

# WHAT'S YOUR FIRST IMPRESSION?

IF YOU WELCOME PEOPLE, NEW OPPORTUNITIES AND HANDLING INQUIRIES WITH A POSITIVE ATTITUDE AND HELPFUL NATURE, WE'D BE HAPPY TO MEET YOU.

**INNOVATION PLACE** is recruiting for an **ADMINISTRATIVE ASSISTANT** with our Client Relations team from June 2021 to July 2022. Your conscientious personality and friendly disposition will be the first thing tenants and visitors encounter when they arrive at the Innovation Place office.

Your key areas of support will include the administration of access cards for our electronic entry system and parking permits for our tenants. You will also prepare expense claims, create purchase orders and process invoices in addition to standard reception duties.

We have an unwavering commitment to our tenants' success and your professionalism, customer service savvy and enthusiasm will be an asset.

## WHAT WE WANT FROM YOU

- a positive attitude, happy demeanor and ambitious drive to go above and beyond
- a commitment to high quality work with a keen eye for detail
- good judgment in decision-making
- the ability to maintain your composure and stay calm during high pressure situations
- a willingness to help others
- strong working knowledge of MS Outlook, Word, and Excel
- completion of a post-secondary administrative assistant program and at least two years' experience in an office environment

## WHAT YOU CAN EXPECT FROM US

- highly engaged employees working in one of the world's best technology parks
- a flexible work environment
- a great benefits package
- a gorgeous park setting

... and the opportunity to deliver top-notch customer service with a WOW!

**TO APPLY**, please submit your resume to [recruitment@innovationplace.com](mailto:recruitment@innovationplace.com) by May 11, 2021.

## INNOVATION PLACE

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306.933.6609 [innovationplace.com](http://innovationplace.com)



HELPING GROW SASKATCHEWAN'S TECH SECTOR