



Supply Chain Canada
Saskatchewan Institute
1705 McKercher Dr
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Job Posting: Administrative Assistant / Bookkeeper (Part-Time)

Organization: Supply Chain Canada – Saskatchewan Institute

Location: 1705 McKercher Drive, Saskatoon, SK

Hours: 15–20 hours per week

Start Date: January 2026

About Us

Supply Chain Canada is the leading association for supply chain professionals in Canada. Our Saskatchewan Institute supports members through education, networking, and advocacy. We are seeking a detail-oriented and organized **Administrative Assistant / Bookkeeper** to join our team on a part-time basis.

Position Overview

The Administrative Assistant / Bookkeeper will provide essential administrative and financial support to ensure smooth operations. This role is ideal for someone who is highly organized, proficient in bookkeeping, and enjoys working in a small team setting.

Key Responsibilities

- **Administrative Support:**
 - Manage email correspondence and member inquiries
 - Schedule meetings and maintain calendars
 - Assist with event coordination and registration
- **Bookkeeping Duties:**
 - Process accounts payable and receivable
 - Reconcile bank statements and prepare financial reports
 - Maintain accurate records in accounting software
- **Other Tasks:**
 - Support membership renewals and data entry
 - Prepare documents and reports as needed

Qualifications

- Previous experience in administration and bookkeeping
- Proficiency with Quickbooks and MS Office

- Experience using a CRM tool is an asset
 - Strong organizational and time-management skills
 - Excellent communication and attention to detail
 - Ability to work independently and maintain confidentiality
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Hours & Compensation

- **Hours:** 15–20 hours per week in office (flexible schedule)
 - **Compensation:** hourly wage based on experience
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How to Apply

Please submit your **resume and cover letter** to:

info.sk@supplychaincanada.com

Deadline: December 15, 2025