

**SASKATCHEWAN REGIONAL OFFICE**

3731 E. Eastgate Drive, Regina SK S4Z 1A5

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November 5, 2024

To All Saskatchewan CUPE Locals

**Re: Administrative Support Professionals – CUPE Offices**

We ask that you share this with your members.

CUPE is seeking experienced candidates to fill temporary administrative positions in the Yorkton, Regina, Saskatoon and Prince Albert offices.

Interested applicants must have extensive knowledge and experience in general office work and procedures, as well as an ability to establish priorities and meet deadlines while working in a fast-paced environment.

Candidates should have above average oral and written skills, as well as good computer skills and advanced knowledge of various computer software, including Word, Excel, Outlook, and PowerPoint.

If you are interested in being considered for this opportunity, please send your resume via email to [mwood@cupe.ca](mailto:mwood@cupe.ca) indicating the office you are applying for by December 1, 2024.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

In solidarity,



Lori Sutherland  
Regional Director

LS/mew:cope491

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