

Waskesiu Chamber of Commerce - Administrator

Waskesiu Lake, Saskatchewan



The Waskesiu Chamber of Commerce is seeking a highly organized, self-motivated, and creative Administrator to oversee the daily operations of our member-based organization serving the Waskesiu business community.

This role is ideal for a detail-oriented professional who thrives in an independent work environment and enjoys balancing administration, financial coordination, marketing, and community engagement. This is an opportunity to take a leadership role in a dynamic organization and work with the Board of Directors to expand and strengthen the Chamber while making a positive impact on one of the most beautiful communities in Canada.

Key Responsibilities

- Manage day-to-day Chamber operations
- Coordinate bookkeeping documentation and financial tracking
- Process basic payroll and maintain records
- Oversee hall rentals, including contracts and invoicing
- Administer annual membership renewals
- Maintain website and social media platforms, and recommend actions to the Board.
- Support monthly Board meetings and prepare meeting minutes
- Ensure compliance with government reporting requirements
- Coordinate seasonal programs and grant applications

Qualifications

- Strong administrative and organizational skills
- Experience with financial tracking and payroll systems
- Proficiency with Google Workspace and online platforms
- Clear written and verbal communication skills
- Ability to work independently, recommend improvements, and manage seasonal workload fluctuations
- Experience with nonprofit or membership-based organizations is not required but would be considered an asset

Employment Details

- Reports to the Waskesiu Chamber of Commerce Board
- Work Schedule: Year-round position with increased workload during summer season
- Location: Waskesiu Lake (flexible in the off-season)
- Compensation: To be determined based on experience

Why Join Us?

The Administrator plays a central role in supporting the Waskesiu business community and ensuring the Chamber remains organized, financially responsible, and forward-moving. This is a unique opportunity to take ownership of operations in a respected community organization and position it for future growth
