



Assistant Office Administrator– Saskatoon

MicroAge is seeking an individual with a passion for excellence, a strong work ethic, an engaging outgoing personality and is committed to providing excellent customer service.

MicroAge training in Saskatoon delivers instructor led classes on a day to day basis. Our very busy environment is in need of someone who can multi task and handle this environment.

In this position you will assist with the day to day operations of the MicroAge Training Center in Saskatoon. This position will evolve on an ongoing basis to include more responsibility. You will learn the value and benefits that training can provide.

Required is the proven ability to work with a moderate level of supervision. Excellent oral and written communication skills are a must as you will be in contact with clients on a daily basis. An advanced level of knowledge of the Microsoft office will be of assistance. You will also be required to learn MicroAge specific software. Understanding of accounting principles and previous invoicing experience would be a great asset.

Duties include but are not limited to:

You will meet and greet the students upon arrival.

You will be responsible for the upkeep and maintenance of the student lounge and class rooms.

You will update the scheduling of classes on the MicroAge Saskatoon website.

You will order course manuals required for class delivery.

You will handle student class registration process.

You will assist with the scheduling of classes.

You will handle incoming and outgoing phone calls.

We offer an exciting, fast paced environment where you will be part of the MicroAge team. We provide a competitive base salary, a comprehensive benefit package as well as opportunities for growth and development.

Please submit resumes to: hr@microagesask.com

Human Resources
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