

# Mechanical Contractors Association of Saskatchewan Inc.

---



## Association Training Coordinator



### **Job Summary:**

#### **Company:**

Mechanical Contractors Association of Saskatchewan Inc.

#### **Location:**

#105 - 2750 Faithfull Avenue  
Saskatoon, Sk., S7K 6M6

#### **Industry:**

Trade Association

#### **Job Type:**

Part time  
Employment

#### **Educational Level:**

Strong Administration Background  
Bookkeeping Background

#### **About the Job:**

Interesting, challenging, a great team environment that requires participation on planning committees and attending some general association events. Working in an association environment requires an individual who is also flexible to meet the immediate needs of the day.

This responsible position will include but not be exclusive to developing a scheduling procedure with our training partners, booking current industry relevant courses and marketing the new facility to the mechanical industry in Saskatchewan. It will encompass all administrative duties that come with this position, scheduling, booking, organizing and updating the association web site.

This position requires advanced knowledge of Microsoft Office including Word, Excel, Power Point and Outlook. Basic bookkeeping and familiarity with Simply Accounting would be an asset to the position.

MCAS offers a competitive salary, an office work space, free parking and is an equal opportunity employer.

Please email or fax your resume to: Judy Nagus, Executive Director, [mcask@sasktel.net](mailto:mcask@sasktel.net) 653-7233.

We will be accepting resumes till November 27<sup>th</sup>, 2009 only those accepted for an interview will receive a reply.