

Looking for a career with purpose and passion?

Assistant to the Executive Director

Ministry of Highways

Non-Permanent – Saskatoon, SK.

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future

The Ministry of Highways (MoH) is seeking a highly motivated individual with excellent interpersonal, organizational and leadership skills to join the Central Operations, Operation and Maintenance Division.

This position is a full-time temporary 18-month term located in Saskatoon.

As Executive Assistant to the Regional Executive Director, you will use your engineering skills to determine and screen the action required on internal and external materials directed to the Executive Director of Central Operations, and the Executive Director of Construction and ensure proper response in terms of written material or mode of response.

You will be a key resource to the executive directors in the preparation of materials related to branch program and performance. Maintaining confidentiality with politically sensitive or personal information will be expected.

You will liaise with MoH Executive Office, manage and coordinate emerging issues, public complaints issues, correspondence, briefings and general inquiries on behalf of the ministry related to issues in the Design and Construction Division and Operation and Maintenance Division. You will ensure appropriate distribution, follow up and administration of decision items. You will coordinate the preparation of and reviewing of correspondence prepared in the ministry that will be distributed by the ministry under the Executive Director.

To qualify for the Executive Assistant position, you must be eligible to register for membership in the Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS), have several years equivalent experience. General knowledge of project management, asset management, highway maintenance and preservation, traffic engineering, operations, design, construction, contract administration and contract law is required.

***For a more detailed job description and to apply, please go to. Click on Jobs Available to the Public, then click on Non-Permanent. You can search for this job using its competition number; Or for direct access to competition:**

<https://govskpsc.taleo.net/careersection/10461/jobdetail.ftl?lang=en&job=ENG003111>

Closing Date: November 2, 2025

Competition Number: ENG003111

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