

Administrative Assistant

Rem has been in operation since 1966; we strive for continuous growth and are looking to add to our team.

Required Skills & Qualifications:

- ▶ Experience in an Administrative field
- ▶ Strong administrative and organizational skills
- ▶ Detail-oriented and accurate
- ▶ Proficient with Microsoft office applications

For more information contact the HR Department, or visit our website:
http://www.rementerprisesinc.com/Careers_1/

Email your application today to:

HR Department
Rem Enterprises Inc.
careers@rem.sk.ca
Phone: (306) 773-0644 ext. 227