

## **Saskatchewan Behaviour Consulting Job Posting:** **Administrative Assistant**

“Changing lives through evidence-based learning and play, one positive interaction at a time.”

### **About Us:**

At Saskatchewan Behaviour Consulting, we are a growing BCBA-led clinic dedicated to providing meaningful, relationship-centered support for children, families, and school teams. Our work is grounded in collaboration, respect, and practical strategies that make a difference in everyday life.

As our clinic continues to grow, we are excited to introduce our first Administrative Assistant role—a position that will play an important part in supporting our day-to-day operations and helping our systems run smoothly. This role is a key part of our team and contributes to creating an organized, welcoming, and well-functioning environment for both staff and families.

### **About The Role:**

We are looking for a reliable and organized Administrative Assistant to support the day-to-day operations of our clinic. This role focuses on managing schedules, supporting communication, and maintaining organized systems.

You will work closely with the Clinical Director and play an important role in supporting both the team and the families we serve.

### **This Role Is Ideal For Someone Who:**

- Enjoys staying organized and keeping things on track
- Pays attention to detail and follows through on tasks
- Works well independently while also being part of a team
- Takes pride in supporting a well-run environment

### **Key Responsibilities:**

- Manage scheduling, appointments, and calendar coordination
- Support client intake and communication (email, phone, documentation)
- Organize and maintain digital files and records
- Prepare and maintain documents, forms, and templates
- Provide general administrative support to the Clinical Director

### **What We're Looking For:**

You may be a great fit if you:

- Are organized, reliable, and detail-oriented
- Can manage your time and complete tasks independently
- Communicate clearly and professionally
- Are comfortable using basic computer systems and learning new tools
- Enjoy helping things run smoothly behind the scenes

**Experience That Would Be Helpful (but not required):**

- Previous administrative or office experience
- Experience in healthcare, education, or a clinic setting
- Familiarity with scheduling systems, spreadsheets, or invoicing

**Position Details:**

**Job Type:** Part-time, onsite

**Growth Opportunity:**

There may be opportunities to take on additional responsibilities over time as the clinic grows

**Work Environment & Benefits:**

- Health benefits available
- Business casual dress environment
- Supportive, respectful, and team-oriented workplace
- Positive and collaborative culture where people enjoy working together
- A team that values both professionalism and having fun
- Opportunities for learning and development within the clinic
- Meaningful work supporting children and families in a way that makes a real impact

**Why Join Us:**

- Be part of a values-driven clinic that truly cares about the families we serve
- Work closely with a BCBA and gain insight into clinical services
- Be part of a team that works hard, supports one another, and takes pride in what we do
- Contribute to a growing clinic where your role is valued and appreciated

**How To Apply:**

Please send your resume and short message about yourself to: [admin@saskbc.com](mailto:admin@saskbc.com)

***Only candidates selected to move forward will be contacted. This posting will remain open until the position has been filled.***