

"Experience the Next Frontier" and explore career opportunities with the Saskatchewan Research Council (SRC). Our mission is to help the people of Saskatchewan by strengthening the economy with quality jobs and a secure environment. We accomplish this through research, development and the transfer of innovative scientific and technological solutions. If you are looking to join a team that provides the people of Saskatchewan with a competitive edge in the global economy, SRC may have a career opportunity for you!

Fixed Asset Officer

The Finance, Safety and Risk Division is seeking a Fixed Asset Officer to track, record and prepare reporting for SRC's fixed assets. You will assist with: acquiring assets; tagging receipts; entering acquisition data; tracking asset location, including inventory count; producing reports; and handling disposal on notification.

As the ideal candidate, you know generally accepted accounting and purchasing principles, concepts and procedures. Your strong communication and interpersonal skills position you well to work and interact effectively with a variety of employees. Experience in the materials management chain and post secondary education in finance or accounting are assets.

This position is located in Saskatoon, Saskatchewan.

The deadline to apply is Wednesday, March 31, 2010.

E-mail applications are preferred. E-mail humanresources@src.sk.ca Mail to: Saskatchewan Research Council, Human Resources, #125 – 15 Innovation Blvd., Saskatoon, SK S7N 2X8 or Fax 306-933-7446.

Please quote reference code FAO-FS in your application.

Our policy is to always hire the best-qualified applicant. As our Employment Equity Plan intends to increase representation of Aboriginals and persons with disabilities in this occupational group, qualified Aboriginals and persons with disabilities are particularly encouraged to apply. Only those applicants considered for an interview will be contacted. As a condition of employment, the successful applicant will be subject to a criminal record check.

SRC is committed to Employment Equity.



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