

The background of the entire page is a soft-focus photograph of pink magnolia flowers. The petals are a delicate, pale pink color, and the overall lighting is bright and airy, creating a gentle, celebratory atmosphere.

THE WORLD- Spectator

**A TRIBUTE
TO OUR**

Administrative
PROFESSIONALS



ADMINISTRATIVE PROFESSIONALS WEEK: INVALUABLE PROFESSIONALS WORKING HARD BEHIND THE SCENES

Administrative Professionals Week (APW) is celebrated annually on the last full week in April, which this year is April 23 to 29. The event aims to recognize and highlight the vital work of administrative professionals, including receptionists, secretaries, personal assistants, customer support workers and more. Here are some facts about administrative workers to give you insight into the profession.

1. The demand for skilled admin workers is on the rise across Canada. In fact, 41,700 new admin jobs are expected to become available between 2019 and 2028.

2. Administrative assistants are overwhelmingly female. In North America, over 90 per cent of administrative professionals are women.

3. The average administrative assistant annual salary in Canada is \$35,121. However, the most experienced workers can make over \$47,000.

4. The Canadian Certified Administrative Professional (CCAP) designation is a national accreditation and the highest industry standard for administrative professionals in Canada.

The administrative professional job has evolved over the years. The technological boom in the last decade has forced

administrative workers to expand their skills. On top of managing memos, spreadsheets and budgets, admin workers must also now be proficient in countless online programs and software.

These days, many businesses have entire teams of multitasking administrative professionals that keep their offices running smoothly. Administrative positions vary and those that have them may be office managers, executive assistants or secretaries. However, regardless of their exact position, administrative professionals must demonstrate core competencies that include the following:

- Computer skills. Not only do administrative professionals need to be quick with a keyboard, they also need to be computer literate. Creating spreadsheets, word documents and presentations are all in a day's work.
- Time management. It's not uncommon for a secretary or administrative assistant to have many different tasks on the go at one time. The best will be able to prioritize and get everything done without breaking a sweat.
- Communication. Often working on the front line for an entire company, an administrative professional needs to be able to communicate with everyone, from CEOs and interns to suppliers and

clients.

If you have an executive assistant, secretary or administrative assistant in your office that does an outstanding job, make sure you show your appreciation for the work they do this week and

throughout the year.

This APW, thank an administrative professional in your life. You can do so by giving them a card, sending them a gift basket, offering them a gift card, or treating them to lunch!

Thank you to my staff & all those dedicated to their clients, customers & constituents.

CATHAY WAGANTALL

Ph: 306-782-3309
Email: cathay.wagantall@parl.gc.ca

MP | YORKTON—MELVILLE

SHARON

We couldn't run this place without you.

Thank you for everything you do!

Crushrite Concrete

Moosomin, SK 306-435-3860

FELICITÉ

You're the BEST!

Keep up the great work!

The World-Spectator

Moosomin, Sk 306-435-2445



Thank you

Bailey, Kasey, Khyra, Michelle, Yvonne and Tracey

It's your support that allows me to do my job as an MP
I couldn't serve my constituents without you!
You are an important part of everything we do!

Dr. Robert Kitchen MP

Souris-Moose Mountain

1-866-249-4697 • www.drrobertkitchen.ca



Administrative

PROFESSIONALS

TARA



Thank you for everything you do!

**Border Truck & Trailer Repair Ltd.
Springer Construction**
Moosomin, SK
Office: 306-435-2422 Cell: 306-435-7339

AMBER



Thank you for your contributions to our office!

TOWN OF MOOSOMIN
Moosomin, SK
306-435-2988

CASEY



Your upbeat personality makes each day more positive!

Moosomin
Economic Development
Moosomin, SK
306-435-2988

MICHA



Thanks for all of your hard work and dedication!

TOWN OF MOOSOMIN
Moosomin, SK
306-435-2988

SHAYNA



It's a pleasure to have you working as part of our team!

TOWN OF MOOSOMIN
Moosomin, SK
306-435-2988

VERNA



We appreciate your work ethic to keep our office running smoothly!

TOWN OF MOOSOMIN
Moosomin, SK
306-435-2988



Nutrien
Feeding the Future™

Thank you!

Nutrien appreciates our team of diligent administrative professionals, who are an essential part of our team.

We are grateful for your exceptional contributions & dedicated efforts.

www.nutrien.com



Administrative PROFESSIONALS

CINDIE



Thank you for being an excellent and efficient office manager.



PRAIRIE LIVESTOCK
LIVESTOCK DEALERS AND ORDER BUYERS
Moosomin, SK 306-435-3327

JOCELYN



Your positive approach and attention to detail make a real difference in everything you do.



PRAIRIE LIVESTOCK
LIVESTOCK DEALERS AND ORDER BUYERS
Moosomin, SK 306-435-3327

SHELLY



Thank you for your commitment and dedication to our office!



PRAIRIE LIVESTOCK
LIVESTOCK DEALERS AND ORDER BUYERS
Moosomin, SK 306-435-3327

SHANNON & SHELLY



Your hard work, dedication and knowledge is greatly appreciated.



GOODMAN STEEL LTD.
Rocanville, SK 306-645-2040

SARAH



We appreciate your enthusiastic and cheerful attitude.
Thank you for your dedication to RPM.



RPM SERVICE LTD
2 miles north on Hwy #8 | Moosomin, SK | info@rpmserVICeltd.com
306-435-5800
www.rpmserVICeltd.com

KATLYN



Thanks for everything you do!
Your hard work is always appreciated!



Whitewood Livestock
Whitewood, SK 306-735-2822

COLLEEN



Thank you kindly for all your hard work that you do for our company.



KCH OPERATING
We Are Crude Operators
Rocanville, SK 306-435-8053

HAILEE



Thank you for your commitment each and every day!



KCH OPERATING
We Are Crude Operators
Rocanville, SK 306-435-8053

We'd like to thank our administrative staff for their hard work, dedication and organization.

We couldn't run our company without you!



Flat Land
Plumbing & Heating

Whitewood: 306-735-4328 Kipling: 306-736-5328 Moosomin: 306-434-9323

VALERIE



We truly appreciate everything you do!
Thanks for all your hard work!



TOM'S ELECTRIC
Moosomin, SK 306-435-3954

PATTI



Thanks for all you do to keep us organized and operating smoothly!



TOM'S ELECTRIC
Moosomin, SK 306-435-3954

LEANNE COOK



Welcome Leanne to MDRP as secretary/treasurer, we all look forward to working with you.
—Board and staff MDRP



Moosomin Regional Park
Moosomin, SK 306-435-3531
www.moosominregionalpark.com

Administrative PROFESSIONALS

Thank You!

From the entire team at Borderland Co-op, thank you for everything you do to contribute to the success of our Co-op. We appreciate your hard work and support. We couldn't do our jobs without you!



Merissa Lantz
Accounts Payable



Teri Fafard
Payroll/Accounts Payable



Linda Budd
Office Clerk



Gail D'Orazio
Office Clerk



Susan Beckett
Office Clerk



Toni Joy Tholl
Office Clerk



Telisa McGonigal
HR Coordinator



Bridget Doane
I.T. Coordinator



Bev Krul
Bulk Petroleum/Credit



Emmanuel Oroyo
H&S Coordinator



Danette McGonigal
Loss Prevention Officer



MONIQUE



Thanks for being a part of our crew!
It's a pleasure to work with you!



Moosomin, SK

306-435-4143

MELANIE



Thank you for all you do in keeping our office running so seamlessly.
Your hard work is very much appreciated.



Moosomin, SK

306-435-4143

SHERRY-LEE



From the entire team at C. Duncan Construction Ltd., your contribution to the office doesn't go unnoticed – thank you!

C. Duncan Construction Ltd.
Spy Hill, SK 306-534-2095

NATALIE



From our employees and management:

Thank you for your commitment and dedication to our office!

C. Duncan Construction Ltd.
Spy Hill, SK 306-534-2095

Thank You



to all the Administrative Professionals who serve our area!

Administrative PROFESSIONALS

JYLENN



You are an extremely competent and reliable part of our staff. We appreciate your warm and friendly personality.

Adair Farm & Ranch Supply
Moosomin, SK 306-435-4211

ALISON



Thank you for all of your hard work. We certainly notice and appreciate your attention to detail and commitment to your job.



Moosomin, SK 306-435-3313

SHANNON



Thank you so much for being such an important part of what we do!



Moosomin, SK 306-435-3313

NIQUITTA



Thank you for your hardwork, dedication and keeping our office running smoothly!

Glasser's TV Service
Moosomin, SK 306-435-3040

ALYSSA



Our success depends on you! Without your hard work, time and dedication our company wouldn't be what it is today!



Moosomin, SK 306-434-9112

TERRI



Thank you Terri for your great work and keeping our companies running smoothly.



Esterhazy, SK • 306-745-9160 • 306-740-7235

ERIN



We are very fortunate to have someone who works hard and keeps everybody organized!



Moosomin, SK 1-639-877-9010

TRINA



Thank you for your valuable contribution to our success!



Moosomin, SK 1-639-877-9010

SAMANTHA



We value your dedication & expertise
Thank you so much!

Moosomin Thrift Store & Food Share
Moosomin, SK 306-435-2633

DEE



Thank you so much for everything you do. We couldn't do it without you!

PARKLAND CPAP SERVICES INC.
Moosomin, SK 306-434-5864

BERNIE



Thank you for everything you do to take care of everything and everyone at Pipestone Villas!

Pipestone Villas
Moosomin, SK 306-435-3741

CHERYL



We are glad to have you on the R.M. of Martin team!
We appreciate all of your effort and hard work!

RM of Martin #122
Moosomin, SK 306-435-4951

Administrative PROFESSIONALS

LORA



Thank you for your dedication and commitment. We couldn't run our company without you!

Lee's Carpet Warehouse
Moosomin, SK 306-435-3906

ANDREA



Thank you for being such an invaluable member of our team!

RM of Rocanville #151
Rocanville, SK 306-645-2055
rm151@sasktel.net

ECHO



It's a pleasure working with you!
Keep up the great work!

RM of Rocanville #151
Rocanville, SK 306-645-2055
rm151@sasktel.net

ALLISON VOLK

We appreciate everything you do!
Thanks for all your hard work!

R.M. of Wallace-Woodworth and the Village of Elkhorn
Elkhorn, MB 204-845-2161
www.wallace-woodworth.com

HOLLY



Thank you for your service and dedication in the office!

R.M. of Kingsley #124
Kipling, SK 306-736-2272
Monday - Thursday: 8 a.m. - 4 p.m.

DOMINIQUE



Thank you kindly for all the excellent work and commitment

McMillan MOTOR PRODUCTS
Kipling, SK 833-845-0465
www.mcmillanmotorproducts.net

TRICIA & JENA



Thank you to our admin team for keeping everything running smoothly and implementing new ideas. We appreciate all you do!

TOWN OF Redvers SASKATCHEWAN
Redvers, SK 306-452-3533
www.redvers.ca

RAYLENE & DAYNA



Thank you to our admin team for keeping everything running smoothly and implementing new ideas. We appreciate all you do!

TOWN OF Redvers SASKATCHEWAN
Redvers, SK 306-452-3533
www.redvers.ca

KENDRA



Thanks for keeping everything running so smoothly.
We appreciate all of the work that you do!

R.M. of Moosomin #121
Moosomin, SK 306-435-4950
www.rmofmoosomin.com



Thank you to all the Administrative Professionals who serve our area!

Thank you to our administrative staff!
Your knowledge and skills are appreciated!



ESTERHAZY FORD.COM | info@esterhazyford.com
HWY 22 & 8

Esterhazy, SK 1-877-868-9871