

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

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# 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**  
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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](http://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



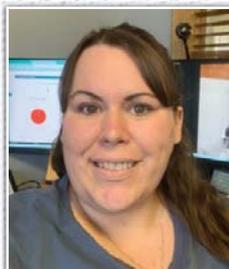
**Susan Beckett**  
Office Clerk



**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!



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