



MINISTRY OF PUBLIC AND BUSINESS SERVICE DELIVERY
Ministère des Services au public et aux entreprises

APOSTILLE

(Convention de La Haye du 5 Octobre 1961)

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5. at / à

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6. the / le **2025-07-04**

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Saskatoon, SK, Canada

Call: [REDACTED]

E-mail: [REDACTED]

Employment Offer

Date: September 2, 2011

1. Employer:

[REDACTED] AUCTIONS

[REDACTED] West, Saskatoon, SK, Canada

Phone: [REDACTED]

2. Employee:

Name of the Employee: [REDACTED]

Passport No.: [REDACTED]

Email: lily_ [REDACTED]

- 3. PBR Auctions is pleased to offer you the permanent (full-time) position as an Administrative Assistant (NOC [REDACTED]) and commerce on an agreed-upon date.**

Job Title: Administrative Assistant

Job Length: Permanent (Full-time)

Reports to: Administrative Officer or Ketul

Job Location: Saskatoon, SK, Canada

4. Primary duties and responsibilities:

- Work with the auctioneer in arranging the flow and organization of the next auction (online or live)
- Prepare, key in, edit and proofread auction agreements and organize follow up organization of preparing for the sellers' items to be auctioned
- Handle all seller/buyer communications regarding each specific sale
- Answering questions and providing product information support as requested either by buyers or sellers
- Schedule and confirm appointments and meetings of new private sellers. Record and prepare minutes of meetings. Confirm information with sellers during the auction arrangement agreement process.
- Contribute to auction by assisting with auctioneer and supporting at auctions as needed.
- Make travel arrangements (for all employees required for the job) and prepare expense reports bi-weekly for the accounting team.
- Creating and resolving scheduling for future auctions and employees
- Take lead in arranging meetings, training sessions, conference calls or reviews as needed while also preparing and distributing meeting agendas and notes.
- Order office supplies and maintain inventory.
- Provide back up support in office and assist on auctions as needed.
- Other relevant duties as assigned.

I certify that this is a true copy
of the original document

Date: 4th day of September 2011

- 5. Working Hours:** You are expected to work a minimum of 32 hours per week which may go up to 40 hours per week, as required. Working days may vary