



ADMINISTRATIVE ASSISTANT: A CONSTANTLY EVOLVING ROLE

The role of administrative professionals, formerly known as secretaries, seemed doomed to disappear with the development of new technologies.

The first "admins" date from before the birth of Christ. Often called scribes or clerks, these admins were exclusively men. This occupation was still a male dominated area even when stenography first appeared in the nineteenth century. In fact, it was only with the invention of the typewriter that women began to enter the scene, at the end of the 1800s.

During the First World War, women began playing a much more significant role in offices. Often confined to such positions as stenographer and typist, these women worked hard and were known to be loyal, discreet, and efficient. Employing women at this time had a distinct advantage for employers: they were paid lower salaries than men! Secretaries eventually began to occupy an increasingly important role in business, so much so that some women became administrative assistants well before that title became popular.

At the beginning of the 1980s, as computer technology infiltrated offices, many believed that the secretarial profession would fade away. Instead, the occupation took a new direction, and admins today are specialists in new work tools, office management, and interior and exterior communications. Women still account for 97 percent of administrative professionals.

Celebrated since 1952, Administrative Professionals Week is one of the largest workplace observances around the world. It is the perfect occasion to promote the profession and honour the professionalism of these key players in our companies and organizations.

LINDA



Linda, you are the rock that keeps us together and the true keeper of all of the knowledge! Thank you for always going above and beyond for our staff and students!

Maryfield School

Maryfield, SK

306-646-2166

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

CANDICE



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



Moosomin, SK

306-435-3313

KARLA



Thank you, Marilyn and Karla, for all your hard work each day. Kipling School appreciates you both so much!
– Kipling School Staff.

MARILYN

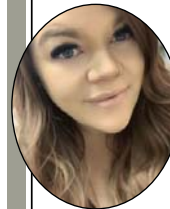


Kipling School

Kipling, SK

306-736-2464

NIQUITTA



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

Glasser's TV Service

Moosomin, SK

306-435-3040

TERRI



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




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



CATHAY WAGANTALL

Ph: 306-782-3309
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MP | YORKTON—MELVILLE




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



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

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

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

MELANIE



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

FLAMAN
Group of Companies

Moosomin, SK 306-435-4143

MONIQUE



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

FLAMAN
Group of Companies

Moosomin, SK 306-435-4143

COLLEEN



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

WCH OPERATING
We Are Crude Operators

Rocanville, SK 306-435-8053



Nutrien gratefully thanks all of the dedicated administrative professionals who are a part of our team.

Thank you for your valuable contributions, hard work and commitment!



www.nutrien.com



Administrative PROFESSIONALS

DEBBIE



Thank you for your valuable contribution to our success!



Moosomin, SK 1-639-877-9010

ERIN



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



Moosomin, SK 1-639-877-9010

CHERYL



We are glad to have you on the R.M. of Martin team!

We appreciate all of your effort and hard work!

R.M. of Martin #122
Moosomin, SK 306-435-3113, Extension 2

TAWNA



Thank you for all of the time you put into our office!

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

MONA



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



Moosomin, SK 306-435-3866

SHEILA



Thanks for being a part of the Rocky Mountain team! You keep the ship sailing smoothly!



Moosomin, SK 306-435-3866



HANNAH



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



Whitewood Livestock
Whitewood, SK 306-735-2822

TARA



Thank you for everything you do!

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

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

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



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LAURIE RENNEBERG



Thank you for your years of service to MDRP as secretary/treasurer. You've been great to work with and will be missed by all.

— Board and staff MDRP

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

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

KENDRA



Thanks for keeping everything running so smoothly.

We appreciate all of the work that you do!

R.M. of Moosomin #121
Moosomin, SK 306-435-3113
www.rm121.com

SARAH



We appreciate your enthusiastic and cheerful attitude.

Thank you for your dedication to RPM.



2 miles north on Hwy #8 | Moosomin, SK | info@rpmserVICeltd.com
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www.rpmserVICeltd.com

CASEY



Your upbeat personality makes each day more positive!

TOWN OF MOOSOMIN
Moosomin, SK 306-435-2988

MICHA



Thanks for all of your hard work and dedication!

TOWN OF MOOSOMIN
Moosomin, SK 306-435-2988

VALERIE



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

SAMANTHA



Thanks for keeping us all on track and helping grow our organization.

You are so appreciated!

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

MARGUERITE



Thank you for all your hard work.

Your enthusiasm is an added bonus!

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

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.

Administrative PROFESSIONALS

CINDY



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

CINDIE



Thank you for being an excellent and efficient office manager.

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

AMANDA



Thank you for your commitment and dedication to our office!

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

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

We couldn't run our company without you!

FlatLand
Plumbing & Heating
Whitewood: 306-735-4328 Kipling: 306-736-5328 Moosomin: 306-434-9323

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

BERNIE



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

Pipestone Villas
Moosomin, SK 306-435-3741

GLENDA



We are so happy that you are on our Investors Group Team! We appreciate your hard work and support.

IG WEALTH MANAGEMENT
Moosomin, SK 306-435-2430

PATTI



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

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



**Jody Metz
Jennifer Blair
Darien Mickle**

DEE



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

PARKLAND CPAP SERVICES INC.
Moosomin, Sk 306-783-9888

SHARON



We couldn't run this place without you. Thank you for everything you do!

Crushrite Concrete
Moosomin, SK 306-435-3860

Thank you for your valuable contributions to our business. Your hard work, dedication, and knowledge is appreciated!

ESTERHAZY, SK 306-745-6440
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