



Siksika Family Services Corporation Income Support



Administrative Assistant Posting Closes – September 5, 2020

Siksika Income Support empowers Nation members to be self sufficient and economically independent by providing financial and occupational support and working closely with Siksika Employment and Training Services.

Siksika Income Support is currently seeking an Administrative Assistant to be the first point of contact for the office, ensuring excellent customer service. This position responds to customer inquires, greets visitors, and is responsible for supporting administrative needs of the office.

RESPONSIBILITIES:

- Welcomes visitors either in person or telephone and answering or referring inquiries in a professional manner.
- Maintains security by following opening and closing office procedures; maintaining phone call logbook; monitor visitor sign-in.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs,
- Responsible for recording incoming/outgoing regular mail and inter-office mail.
- Administers meeting room schedules and maintains meeting room spaces.
- Creates and maintains filing systems for related programs/services following provincial standards.
- Assists in gathering and preparing information for reports as requested.
- Responsible for inventory and ordering of supplies and technology as required.
- Assists in preparing accounts payable documentation
- May be requested to take meeting minutes and perform other related administrative duties.

QUALIFICATIONS/EXPERIENCE:

- Certificate or diploma from a clerical or administrative support program
- 2 years related experience.
- Possesses knowledge of aboriginal or Siksika culture, language, and history. Ability to speak the Blackfoot language an asset.
- Proficiency in Microsoft Office applications (MS Word, MS Excel, MS Outlook).
- Highly organized in prioritizing work, multi-tasking, and meeting deadlines.
- Superior communication and customer service skills.

Resumes and cover letters should be emailed to familyserviceshrm@siksikanation.com before 11:00 pm of the posting closing date. **Please quote posting number 110-2020**

Successful candidates are required to produce clear Criminal Record and Child Intervention Checks prior to commencement.

Siksika Family Services Corporation would like to thank all applicants and wishes to advise that only those candidates selected for an interview will be contacted.