



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Administrative Team Lead – Prevention F/T

Closing date - April 22, 2021



GENERAL STATEMENT OF POSITION:

The Administrative Team Lead is responsible for the overall administrative functions of the administrative team. This person will supervise administrative staff, offering guidance and training while delegating work tasks. Their job is to ensure that day-to-day operations of their office location runs smoothly and in accordance with Provincial standards. This role is an integral part of the Administration Support Team and works closely with all work units within the respective office location.

SUPERVISION RECEIVED: Prevention Program Manager

DUTIES AND RESPONSIBILITIES:

- Managing of administration area to achieve operational objectives.
- Provide guidance and support to administration staff to perform their duties effectively.
- Supervise the monthly billing for office location, staff scheduling and submit timesheets for payroll processing activities.
- Ensure the administration area follows company legislative standards and guidelines for operational efficiency.
- Provide support to resolve any problems faced by the administration area.
- Manage the financial needs for program and office location. This includes preparing expenditures for signing, recording and submitting to Finance. Receiving cheques and distributing through mail and in person as directed.
- Manage the supply needs for the office location.
- Provide support in all administrative tasks to employees, program and office location.
- Evaluate current operations to identify and implement process improvements.
- Due to limited space, a full job description will be made available to successful interview candidates at their request.
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QUALIFICATIONS/EXPERIENCE:

- Certificate or diploma from a clerical or administrative support program and three (3) year related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is 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.
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WORK ENVIRONMENT:

- Periods of excessive activities due to mandate and timelines.
- Periods of high degree in interruptions by program staff and phone calls throughout the day.
- Requires critical thinking, detail orientation, and problem-solving abilities.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 033-2021

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

Please Note: Only *complete* applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.