



**Siksika Family Services Corporation**  
**Siksika Employment and Training Services**  
**Administrative Assistant – Safety Codes Program**  
**Job Posting –Limited Term**  
Closing Date – May 4, 2021



**GENERAL STATEMENT OF POSITION:**

The Administrative Assistant will provide support for the Alberta Safety Codes Council Certification Program. This person will work closely with the program team and be responsible for the coordination of program activities, tracking of program registrations and supporting follow up program surveys. This position is for (9) nine months.

**SUPERVISION RECEIVED:** Safety Codes Program Coordinator

**SUPERVISION EXERCISED:** None.

**LOCATION:** Siksika SETS office.

**DUTIES AND RESPONSIBILITIES:**

- Scheduling and keeping track of room bookings.
- Registering individuals for the various workshops and exams.
- Ensuring there is sufficient classroom materials for students.
- Setting up and shutting down the study group classroom for each workshop and exam.
- Tracking attendance at each study group session.
- Assisting participants in using computer and other equipment available to students.
- Distributing and collecting satisfaction surveys.
- Working with individuals to overcome any challenges that may arise.
- Provide general reception functions.
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**EDUCATION AND EXPERIENCE:**

- Grade 12 diploma or GED
- Certificate/diploma from a Clerical or Administrative program.
- Three (3) years related experience in the Administrative support field.
- Completion of Computer training certificate and/or demonstrated knowledge/skill
- Extensive computer knowledge, maintain records, file systems and info gathering.
- Good interpersonal skills, friendly and comfortable with dealing with general public.
- Ability to work under pressure and tight deadlines.
- Ability to work within Policies, procedures, of Siksika Family Services Corporation

**WORK ENVIRONMENT:**

This position experiences normal office conditions with some periods of high work volume. This is a front line position requiring face to face meetings with Siksika Nation members/clients. This individual is expected to maintain a professional and positive conduct at all times. This person will work in group and individual settings. Some weekend work may be required.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing date. **Please quote posting #017-2021**

*Successful candidates are required to produce a clear Criminal Record and Child Intervention Check prior to commencement.*

*SFSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.*