



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES
CLIENT SERVICES ADMINISTRATIVE SUPPORT
Deadline Date – September 13, 2022



GENERAL STATEMENT OF POSITION:

Reporting to the Manager of Siksika Employment & Training Services (SETS), the Client Services Administrative Support will be responsible for providing administrative and clerical support to the Manager of SETS, Business Liaison, Project Coordinator, and the Employment Resource Advisor.

SUPERVISION RECEIVED: SETS Manager

SUPERVISION EXERCISED: Indirect monitoring of client training and employment placements.

DUTIES AND RESPONSIBILITIES:

- Provide general administrative and clerical support including, but not limited to mailing, filing, scanning, AP/Travel processing, copying for SETS Manager, Business Industry Liaison, Project Coordinator and Employment Training Coordinator.
- Prepare and modify correspondences, reports, agendas, minutes, memorandums as required.
- Compile and format reports submitted by GOA Team for Management review and approval.
- Performs research and provides information as requested.
- Schedule and coordinate meetings, appointments and travel arrangements for the SETS Manager, Business Industry Liaison, Project Coordinator and Employment Training Coordinator.
- May be requested to take minutes and perform other related admin duties.
- *Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.*

QUALIFICATIONS/EXPERIENCE:

- Certificate/diploma from Clerical or Administrative Support program, plus 3 years related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Highly organized in prioritizing work, multi-tasking, and meeting deadlines.
- Superior communication and customer service skills.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.
- Knowledge of Siksika Culture and history

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 039-2022 on Cover Letter

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. Names & Phone Numbers of last 3 Supervisors for Reference checks
4. Copy of Drivers License

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

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.