

**SIKSIKA TRIBAL ADMINISTRATION**  
**EMPLOYMENT OPPORTUNITY**

# **PUBLIC NOTICE**

Siksika Tribal Administration is Currently Accepting Applications and Resumes for the following positions.

General Office Clerks for the **Housing & Public Works** Departments.

**Requirements:**

- Ensuring company records, including invoices and purchase orders, are kept up to date.
- Typing minutes of meetings and filing them accurately.
- Preparing company letters or other official documents as instructed by company management.
- Answering telephone calls and directing messages to the appropriate staff.
- Excellent word processing skills for creating accurate documents and records.
- Ability to identify mistakes or discrepancies when reviewing invoices or other paperwork.
- Ability to follow instructions from management or other senior staff members.
- High school diploma or office administration certificate is an asset.
- Must be efficient in Microsoft Suite, excel.
- Organizational skills to assist multiple employees at one time with various tasks.
- Knowledge of basic computer programs and basic typing abilities.
- Communication skills, like having a pleasant demeanour and the ability to work with various types of personalities within an office setting.
- Ability to handle sensitive information.

**\*Posting will close once all positions are filled\***

**Please Submit an updated resume and complete an Employment application form. Those chosen for the positions will receive a call or email.**

**The Employment Application Form can be picked up at the Human Resources Department or via email request.**

For further information please contact Tennie Running Rabbit (See below) or Christie Duck Chief at 403-734-5579 or [christiedc@siksikanation.com](mailto:christiedc@siksikanation.com)

**SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES**

**NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE**



**Contact Siksika Human Resources Department**

**Tennie Running Rabbit**

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