



**Siksika Family Services Corporation**  
SIKSIKA FAMILY INCOME SUPPORT  
**Administrative Assistant - P/FT**  
**Closing date – Open**



**GENERAL STATEMENT OF POSITION:**

The administrative Assistant is responsible for being the first point of contact for Siksika Family Income Support. They will work closely with the office personnel to ensure all phone calls, faxes, and emails are directed to the appropriate service area. Responsibility for the development of new files and maintains an efficient, safe, and controlled filing system.

**SUPERVISION RECEIVED:** Administration supervisor

**DUTIES AND RESPONSIBILITIES:**

- Welcomes visitors either in person or telephone and answering or referring inquiries in a professional manner. Directs visitors by maintaining employee and department directories, giving instructions.
- Maintains security by following opening and closing office procedures; maintaining phone call logbook; monitor visitor sign-in. This position is an integral part of the office security response team.
- Maintains telecommunication system by following manufacturer's/service provider's instructions.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- 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.
- Opens, closes, and maintains (properly and securely stored) filing systems for related programs/services. Files are developed and maintained consistently following provincial standards.

**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.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **PLEASE QUOTE posting # 053-2022**

**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

Siksika Family Services (SFS) **COVID 19 Vaccination Policy** requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide proof to SFS Human Resources. 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 and only those candidates selected for an interview will be contacted. Successful candidates are required to produce a clear Criminal Record and Child Intervention Check prior to commencement.*

SFS thanks all applicants, but only those who have been selected for an interview will be called.