

# SIKSIKA TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Siksika Housing

**COMPETITION:** SH-01-01-01-23

**DEPARTMENT:** Siksika Housing

**POSITION:** Housing Receptionist

**DATE POSTED:** 01-01-23

**SALARY:** Based on Education & Experience

**DEADLINE:** 01-20-23

**STATUS:**

**NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 PM (NOON)**

### **General and Responsibilities: Duties include but are not limited to:**

The Receptionist is primarily responsible for providing administrative support for the day-to-day activities and operations of the Housing department. This role is the first point of contact for any visitors and all incoming phone calls to the office.

### **Duties & Responsibilities: Duties include but are not limited to:**

- Answer phone calls and greet the public at from desk in a friendly, energetic, personable, polite, and professional manner.
- Screen and forward phone calls, emails and visitors as needed.
- Respond to all incoming inquiries and questions, and direct to the responsible role or person as required.
- Create various correspondence using different forms of communication such as email, letters, faxes, etc.

### **MINIMUM QUALIFICATIONS:**

#### **Required Knowledge, Skills and Abilities:**

Knowledge of general office procedures and practices. Strong proficient use of computer programs including Microsoft Word, Outlook, and Excel. Consistently pleasant interpersonal skills, in verbal and written communications. Capacity to work independently with minimal supervision and collaborate effectively as a valuable member of any team. Great communication abilities with internal team members, and with the general public and Nation members. Ability to organize and prioritize work and tasks assigned. Be able to manage multiple tasks at any one time while efficiently using time management skills

#### **Education and Experience:**

- Grade 12 Diploma or GED equivalent
- Office or Administrative Certificate would be an asset
- Minimum of one year working as a receptionist or administrative support role in an office environment
- A combination of education and experience may be considered

#### **Other:**

- Excellent knowledge and understanding of Blackfoot language and culture.
- Valid Alberta Class 5 Driver's License
- Criminal Record Check

**\*CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION\***  
**SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES**

Please Contact the Human Resources Department.

Tennie Running Rabbit - Generalist Recruiting Manager

Email: [TennieRR@siksikanation.com](mailto:TennieRR@siksikanation.com)

Direct Line: 403-734-5567

