

# SIKSIKA TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Siksika Membership

**COMPETITION:** SM-01-01-10-23

**DEPARTMENT:** Siksika Membership

**POSITION:** Membership Receptionist

**DATE POSTED:** 01-10-23

**SALARY:** Based on Education & Experience

**DEADLINE:** 01-23-23

**STATUS:**

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

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

This job consists of occupations concerned with dealing with the public through the telephone and in person. Taking applications, processing cards, filing, and typing, and providing information to the general public on Memberships Issues. Assisting with Distribution pay-outs and assisting all Staff with day-to-day duties

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

- Answers and Operates 7-line Telephone System
- Operates Fax Machine
- Keeps updated log of incoming outgoing mail. /Check mail daily
- Takes applications for Tax cards, Treaty Payments Birth, Marriage, and Death Certificates.
- Assists with issuing of I.D Cards
- Assist with Band Distribution pay-outs
- Will attend meeting and take minutes when required

**MINIMUM QUALIFICATIONS:**

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

Verbal ability to give clear and precise information to Band members. Must be knowledgeable with the Membership Code, Election Code, Distribution policies and Indian Registry Policies. Must be computer literate and have a typing speed of 45 wpm.

**Education and Experience:**

- High School Diploma
- Two years' experience

**Other:**

- Must have an understanding of the Siksika Language and Culture.

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



Please Contact the Human Resources Department.  
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