

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Housing

COMPETITION: SH-02-01-09-23

DEPARTMENT: Siksika Housing

POSITION: Operations Coordinator

DATE POSTED: 01-09-23

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 Operations Coordinator is responsible for the day-to-day operations of the Housing Departments' various Housing programs. This position will contribute in an administrative capacity by assisting the operational teams on projects

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

- Responsible for the supervision, coordination, and work performance of all operational subordinate staff.
- Facilitating cross-channel feedback from employees to Housing Manager.
- Accounts Payable: ensure all invoices have proper justification and authorization, i.e.: match purchase orders to invoices, recalculate amounts, proper G/L coding, and pay according to policies.

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Knowledge and proficiency of Microsoft Office Suite; Ability to multitask and prioritize and produce high quality work within strict deadlines; Considerable knowledge in Administration Management; Ability to plan, schedule and supervise the work of subordinates; Excellent Strategic planning and problem solving skills; In depth knowledge of best practices for handling sensitive and confidential information; Demonstrate personal attributes of integrity, respect, trust, honesty, compassion, and accountability. Excellent organization and time management skills; Excellent written and verbal communication skills; Detail orientated with an ability to function and process information with high levels of accuracy; etc

Education and Experience:

- Post-Secondary **Degree** in Business Administration, Public Administration or equivalent preferred.
- Post-Secondary Diploma in Business Administration, Public Administration or equivalent considered.
- Minimum One-Year experience in a supervisory capacity.

Other:

- Excellent knowledge and understanding of Blackfoot language and culture.
- Valid Alberta Class 5 Driver's License
- Vulnerable sector criminal records check.

SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES

Please Contact the Human Resources Department.

Tennie Running Rabbit - Generalist Recruiting Manager

Email: TennieRR@siksikanation.com

Direct Line: 403-734-5567

