

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Treasury Department

COMPETITION: STD-01-01-18-23

DEPARTMENT: Siksika Treasury Department

POSITION: Treasury Board Executive Assistant

DATE POSTED: 01-18-23

SALARY: Based on Education & Experience

DEADLINE: 02-01-23

STATUS: 1 Year Fixed Term Contract

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

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

The Executive Assistant will work for the Treasury Board (the "Board") and assist the Board with administrative and technical duties.

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

- Develops an in-depth working knowledge of the Siksika Nation Financial Administration Law (the "FAL") and all other policies and procedures that relate to the FAL, Siksika's finances and governance.
- Ensures that the Board receives motions, BCRs and referrals pertaining specifically to the Board, or are financial in nature, or in any way relate to the FAL.
- Ensures that required reports are submitted from areas requesting funding.
- Creates summaries/reports on specific accounts, programs, agencies and related bodies when requested.
- Takes professional minutes for all Board meetings and schedules all meetings, including booking locations and travel arrangements if necessary.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Strong organizational and inter-personal skills are required with a professional attitude and be self-motivated. Excellent knowledge of general office procedures. Excellent communication skills, both oral and written. Ability to work with confidential information is necessary. Knowledge of the organization and functions of the Siksika Nation. Knowledge in basic accounting and administrative management, ability to work cooperatively with others and the public. Must have excellent computer skills, which includes Word, Excel, Power Point, and e-mail.

Education and Experience:

Diploma in Office Administration and 5 years related experience

Other:

General knowledge of Blackfoot culture. Knowledge of Blackfoot language would be an asset.
Class 5 Drivers

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Please Contact the Human Resources Department.
Tennie Running Rabbit - Generalist Recruiting Manager

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