

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Land Management

COMPETITION: SLM-01-02-24-23

DEPARTMENT: Siksika Land Management

POSITION: File Clerk

DATE POSTED: 02-24-23

SALARY: Based on Education & Experience

DEADLINE: 03-09-23

STATUS:

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

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

The File clerk is to organize and preserve Land Management area and ensure staff have access to necessary documents and records and manage file documents in physical and digital format. Manage the flow of documentation within Land Management area and ensure staff have access to necessary documents.

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

- Assist to develop an efficient filing system to make updating and retrieving files easier.
- Sorting paperwork and information, etc., in adherence of and maintaining an efficient filing system.
- Monitor inventory of files, paper and other office supplies and report shortages to Supervisor
- Create or update records with new files and information.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Knowledge of Electronic Document Management System (EDMS). Knowledge of Microsoft Office applications including Excel. Proficient typing and editing skills. Good English language communication skills both oral and written. Demonstrate reliability in a teamwork atmosphere. Ability to work in a team environment and independently. Excellent organization skills and self-motivated. Ability to work with confidential information with integrity and trust.

Education and Experience:

- Post Secondary certificate in information and Records Management preferred
- Grade 12 High School Diploma required.
- Two years' experience in file record administration required

Other:

- Excellent knowledge and understanding of Blackfoot language and culture.

Please Contact Human Resources For a Full Job Description



SUBMIT APPLICATIONS & RESUMES TO
Siksika Nation Tribal Administration Human Resources:

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579