

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Media

COMPETITION: SM-02-03-06-23

DEPARTMENT: Siksika Media

POSITION: Office Administrator

DATE POSTED: 03-06-23

SALARY: Based on Education & Experience

DEADLINE: 03-17-23

STATUS:

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

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

The Office Administrator will be responsible for various administrative duties including but not limited to; receptionist, clerical duties, office procedures, information management, and light labor. Will generate revenue for Siksika Media through Aitsiniki Newspaper, Siksika Radio, Video Studio, and web advertising.

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

- Answer phone, greet visitors, take minutes, maintain filing system, business correspondence.
- Generate revenue through newspaper and radio advertising, PA rentals and media services.
- Develop a media marketing strategy and work plan.
- Maintain accounts payable and receivables.
- Create and maintain databases for advertiser, recording clients and equipment.

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Strong business skills with the highest of ethical and professional standards. Competence with social media and social media outlets. Strong computer skills in Microsoft Excel, Word, PowerPoint; InDesign and Photoshop. Public Speaking skills with emphasis on personality. A proactive self-starter who can operate individually, and as part of a team to meet deadlines. Excellent work ethic and ability to thrive in a fast-moving environment.

Education and Experience:

- Post-Secondary Diploma in Business Administration or Office Administration preferred.
- Post-Secondary Certificate in Business Administration or Office Administration required.
- Two years proven experience in mass media or communications or business related field.

Other:

- Must have a Valid Class 5 Driver's License and satisfactory driver's abstract.
- General knowledge to understand the Siksika Language & Culture.

SUBMIT APPLICATIONS & RESUMES TO

Human Resources.

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

