

SIKSIKA NATION TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Nation Tribal Administration
DEPARTMENT: Siksika Calgary Location (60 Sunpark Plaza)
POSITION: Office Administrator (*short-term contract*)
SALARY: Based on Education & Experience

COMPETITION: SM-01-04-17-23

DATE POSTED: 04-17-23

STATUS: *Immediate, Posted Until Filled*

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

The Office Administrator has an important role as they will be the administrative point of contact for the Sunpark office and therefore responsible for a broad range of tasks. In this newly created role, they will be required to support management as well as Sunpark employees with a variety of administrative duties that ultimately support the Nation Admin operational needs as well as ensure that the Sunpark office operates in a professional, effective and efficient manner.

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

- Responsible for various admin. duties including but not limited to: receptionist duties (answering phones, greeting guests), clerical duties (coordination of payments, APVs, drafting business correspondence as requested, managing multiple calendars, scheduling meeting and office spaces, assist with Sunpark office event needs)
- Ensure day-to-day office operations run smoothly and that office spaces are tidy.
- Ensure records and filing are up-to-date and in accordance with Siksika policies and standards.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text/data/graphics.
- Social media support: ensure job postings on social media are updated/removed as needed.
- Ensure the copy room is clean and operational. All equipment repair and maintenance needs reported immediately.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

- Must have a professional, adaptable, and respectful demeanor.
- Strive to always solve and handle conflict in a positive and courteous manner.
- Ensure sound management of the reception area and meeting rooms: coordinate and monitor meeting room reservations and payments; ensure meeting rooms are tidy and ready to be used including cleanup after meetings, serving beverages/coordinating meals as needed, and assisting with audiovisual and administrative requests.
- Excellent interpersonal, initiative, and organizational skills.
- Create and maintain an efficient, positive, and welcoming office environment.
- Proficient with Microsoft Office Suite; a working knowledge of Laserfiche or SharePoint is a definite asset.
- Able to maintain confidence and work with confidential and propriety information with integrity and trust.
- Must be able to work with minimal supervision, under pressure, and handle urgent situations quickly and professionally.

Education and Experience:

- Administrative Assistant Certificate. Business Administration Diploma an asset.
- Minimum of three (3) years' experience working as an Administrative for senior management.

Other:

- Valid Class 5 Driver's License and satisfactory driver's abstract. (Transportation Required if coming from Siksika)
- General knowledge to understand the Siksika Language & Culture.

SUBMIT APPLICATIONS & RESUMES IN COFIDENCE TO:

Siksika Nation Administration Human Resources

Email: recruitment@siksikanation.com

Contact HR to request a Job Description

