

# SIKSIKA NATION TRIBAL ADMINISTRATION

## \*EMPLOYMENT OPPORTUNITY\*

**SERVICE AREA:** Siksika Tribal Management  
**DEPARTMENT:** Siksika Support Centre  
**POSITION:** Labourer – Food Centre  
**SALARY:** Based on Education & Experience  
**STATUS:** Fixed-Term Contract

**COMPETITION:** TMSCL-01-05-26-23

**DATE POSTED:** May-26-23

**DEADLINE:** Open Until Filled

### **General Statement of Duties:**

The Labourer for the Siksika Food Centre will develop food hampers for Siksika Nation members when accessing food items during times of need and provide other assistance for the department.

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

- Ensuring that client care hampers are packed according to set guidelines.
- Provide timely and accurate inventory counts to ensure that enough inventory is on hand to enable all operations can be performed successfully.
- Submitting an end-of-day daily report of activities.

**\*CONTACT HUMAN RESOURCES FOR FULL JOB DESCRIPTION\***

### **MINIMUM QUALIFICATIONS:**

#### **Required Knowledge, Skills and Abilities:**

Must have excellent communication, organizational and interpersonal skills. Able to work independently as well as cooperatively with multi-disciplinary team members. Ability to maintain confidentiality and exercise good judgement. Ability to work with clientele and the public in a courteous and friendly manner. Computer literacy skills to work with Microsoft Office Outlook, Excel, and Word applications an asset. Some heavy lifting required in organization of, assembling and delivering of hampers.

#### **Education and Experience:**

High School Diploma or G.E.D. Equivalent required.

Six months experience in similar role required.

Equivalent combination of education and experience may be considered.

#### **Other:**

Valid Class 5 Driver's License an asset.

**SUBMIT APPLICATION & RESUME TO HUMAN RESOURCES**



Please Contact the Human Resources Department:

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