

# Employment Opportunities



**Position:** Office Manager  
**Service Area:** Siksika Employee and Administrative Services  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** Thursday, June 29, 2023  
**Closing Date:** Until Position is Filled  
**Competition Number:** EASOM-01-06-29-23

## POSITION SUMMARY:

The Office Manager is a key member of the Siksika Nation Tribal Administration, responsible for overseeing daily office operations and providing essential administrative support to the Executive Team. They will supervise the Office Administrative Team Lead and coordinate administrative functions to ensure a smooth functioning office. The Office Manager plays a vital role in maintaining office efficiency, fostering a productive work environment, and supporting the team in achieving their goals.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Oversee daily office operations and provide administrative support to the Executive Team.
- Support budget preparation and monitor adherence to financial guidelines.
- Review and approve invoices, expenses, and reimbursement claims.
- Liaise with vendors and service providers to provide and maintain equipment.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills, with the ability to interact professionally with stakeholders at all levels.
- Strong organizational and time management skills, with the ability to prioritize and multitask effectively.
- Demonstrated leadership and team management skills.
- Proficiency in using office software and applications, including Microsoft Office suite and document management systems.
- Strong problem-solving and decision-making abilities, with a proactive and solution-oriented approach.

### Education and Experience

- Bachelor's degree in Business Administration, Management, Accounting or a related field required.
- Five years' experience in office management or related supervisory position required.

Email [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) for Job Description or Employment Application form

Questions: call 403-734- 5126 or 403-734-5567

**Submit Resume and Application to:**

Siksika Tribal Admin Human Resources  
[recruitment@siksikanation.com](mailto:recruitment@siksikanation.com)