

Employment Opportunities



Position: Administrative Specialist - Media
Service Area: Siksika Media
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: November 3, 2023
Closing Date: November 17, 2023
Competition Number: SMAS-01-11-03-23

POSITION SUMMARY:

The Administrative Specialist plays a crucial role in providing specialized administrative support to enhance the efficiency and effectiveness of Siksika Nation Administration operations. This position involves handling a range of administrative tasks, managing information, and coordinating activities to ensure a smooth workflow. The goal is to contribute to the overall success of a specific function or body of work within a department's needs within the Siksika Nation Tribal Administration.

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

- Answer phone, greet visitors, take minutes, maintain filing system, business correspondence.
- Maintain accounts payable and receivable.
Generate revenue through newspaper, radio and digital media advertising, and media services.
- Develop a media marketing strategy and work plan.
- Create and maintain databases for advertisers, clients, and equipment.
- Maintain contracts for advertisers, equipment rentals, services contracts, bookings, and guests.
- Active member of a team to complete requests for Siksika Media services.
- Voice radio ads and other audio productions when necessary.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- In-depth knowledge of policies, procedures, and regulations related to the assigned area.
- Strong analytical and problem-solving skills.
- Proficiency in using specialized software or tools relevant to the assigned function.
- Attention to detail and a high level of accuracy in work.
- Ability to prioritize tasks, manage deadlines, and handle multiple projects simultaneously.

Education and Experience

- Office Administration Certificate or related certification required.
- Three years' experience in an administrative role with similar transferable skills as required for the role.

Other:

- Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.