

# Employment Opportunities



**Position:** Administrative Specialist – Ninaaks Services

**Service Area:** Siksika Ohkinniinaa and Ninaaks

**Location:** Siksika Nation

**Salary:** Based on Education and Experience

**Date Posted:** July 16, 2024

**Closing Date:** August 6, 2024

**Competition Number:** SONASNS-02-07-16-24

## 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:*

- Take minutes for Ohkinniinaa and Ninaaks, and shareholders during meetings;
- Attend Ohkinniinaa and Ninaaks meetings/conferences when required for the purpose of taking notes;
- Prepare monthly agendas and schedule meetings for Ohkinniinaa and Ninaaks on a monthly basis;
- Research, read, summarize and provide briefing documents and articles of interest and obtain information from various sources to Ohkinniinaa and Ninaaks;

## 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.
- Excellent communication and interpersonal abilities.
- 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.
- Demonstrated ability to work independently and as part of a team.
- Ability to maintain confidentiality and handle sensitive information with professionalism.

## 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](mailto: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](http://www.siksikanation.com)

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