

Employment Opportunities



Position: Administrative Specialist – Food Centre

Service Area: Siksika Support Centre

Location: Siksika Nation Tribal Administration

Salary: Based on Education and Experience

Date Posted: August 29, 2024

Closing Date: September 12, 2024

Competition Number: SSCASFC-01-08-29-24

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:*

- Ensure all calls and emails from Nation members, Nation services and referring agencies are responded to promptly.
- Assist in the collection and recording of client data. This will include emailing with the Food security team and making follow-up telephone calls to clients.
- Assist the Coordinator of Operations in ensuring accurate inventory is recorded and submitted weekly.
- Submitting an end-of-day daily report of activities.
- Serve as the primary point of contact and subject matter expert for a specific administrative function, such as finance, human resources, procurement, etc.; as per assigned department or function.
- Develop and maintain a comprehensive understanding of the policies, procedures, and regulations related to the assigned area.

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.

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.