

Employment Opportunities



Position: Administrative Generalist
Service Area: Employee and Administrative Services
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: October 29, 2024
Closing Date: November 12, 2024
Competition Number: SNTAEAS-01-10-29-24

POSITION SUMMARY:

The Administrative Generalist is a versatile and highly organized professional responsible for providing comprehensive administrative support across multiple functions within the Siksika Nation Administration. This role involves handling a wide range of administrative tasks, ensuring efficient operations, and contributing to the overall success of the Employee and Administrative Services service area of the Siksika Nation Administration.

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

- Perform various administrative tasks, including managing correspondence, scheduling appointments, maintaining calendars, organizing meetings, and handling travel arrangements.
- Prepare, review, and distribute documents such as reports, presentations, and memos.
- Ensure accuracy, proper formatting, and timely distribution.
- Handle inquiries, provide information, and coordinate communication between departments.
- Maintain accurate and up-to-date records and databases. proficient with file management, adobe acrobat and Replicon database duties.
- Collect, input, and analyze data as required.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills.
- Proficiency in using office software and equipment, including Microsoft Suite applications such as for word processing, spreadsheets, email, and calendar management.
- Attention to detail and high level of accuracy in work.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Strong problem-solving and decision-making abilities.
- Flexibility and adaptability to work in a fast-paced environment and handle multiple tasks 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.

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.