

Employment Opportunities



Position: Administrative Assistant – Blackfoot Language Program

Service Area: Tribal Management

Location: Siksika Nation Tribal Administration

Salary: Based on Education and Experience

Date Posted: January 16, 2025

Closing Date: January 30, 2025

Competition Number: BLPAA-01-16-25

POSITION SUMMARY:

The Administrative Assistant is an important role within the Blackfoot Language Program; they are responsible for a broad range of tasks to keep the office running smoothly, including day-to-day operations, filing and record keep, et al. Overall, the Administrative Assistant provides support to management to ensure effectiveness and efficiency in the Blackfoot Language Program.

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

- Responsible for telephone and in person reception. Answering telephone inquiries including emails, accurately screening/directing calls, take and relay messages.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data and graphics.
- Maintains office supplies inventory by checking stock to determine inventory level, anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Prepare monthly progress and activity reports and submit them to the Blackfoot Language Program Coordinator.
- Assist with the preparation and presentation of reports to Siksika Ohkinniinaa and Ninaaks, Siksika Treasury and other organizations, agencies and groups.
- Maintains professional and technical knowledge by attending workshops, training and seminars to enhance professional development.
- Assist in preparation/set up of Blackfoot events/ceremonies, duties include planning, scheduling, organizing and procuring supplies.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Must have a professional attitude to understand and deal with problems in a professional and positive manner and be courteous to all people who are involved with the Blackfoot Language Program
- Must have organizational skills to be able to maintain an effective and efficient office environment
- Must have excellent communication skills and to be able to promote and maintain good working relationships with the Blackfoot Language Program participants, Blackfoot speakers and the community
- Computer skills are essential and required
- Ability to work with confidential information with integrity and trust
- Must be self-motivated and be able to work with minimal supervision

Education and Experience

- Minimum High School Diploma.
- Administrative Assistant Certificate is an asset.
- Minimum of three (3) years' experience working as an Administrator for management.
- Class 5 Driver's License Required

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.