

# Employment Opportunities



**Position:** Benefits and Wellness Administrator  
**Service Area:** Employee & Administrative Services  
**Salary:** Based on Education and Experience  
**Date Posted:** June 12, 2025  
**Closing Date:** June 25, 2025  
**Competition Number:** EASES-02-06-12-25

## POSITION SUMMARY:

Responsible for providing administrative work and planning, day to day technical support of group benefit programs (group health, dental, vision,, long term and short-term disability, life insurance, accidental death and dismemberment, employee insurance and include any other benefit plans amendments). Ensure efficient accurate benefits records for employees. Completion of annual pension plan government reporting, update required information for accounting and adhere to confidentiality requirements.

## Duties & Responsibilities: \*see complete job description\*

- Submit on a monthly basis the actual premiums paid template for the group insurance and pension plan by the last working day of each month.
- Assist employees on benefits program concerns, and host bi-weekly online forums for benefits and pension program info session to assist with any questions staff have.
- Prepares and distributes benefits information as required to employees.

## Required Knowledge, Skills, and Abilities:

- 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:

- Post Secondary Certificate in Business Administration, Office or Management required.
- Post Secondary Diploma in Business Administration, Office or Management preferred
- Three years' related experience.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License, Updated Criminal Record Check

**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.**