

Employment Opportunities



Position: HR Generalist
Service Area: Employee Services
Salary: Based on Education and Experience
Date Posted: July 25, 2025
Closing Date: August 5 2025
Competition Number: EAS-01-07-10-25

POSITION SUMMARY:

The Administrative Generalist 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: *see complete job description*

- Regularly update and maintain the Time Keeping Database System to ensure optimal performance and data integrity.
- Scan employee file documents and ES paper documents into adobe.
- Create and maintain employee files in both hard copy and electronically, including examining, classifying, coding, sorting, typing, and filing personnel records.
- Maintain historical employee records by scanning records and recommend physical storage needs.
- Enhance confidentiality by keeping cabinets locked and secure.

Required Knowledge, Skills, and Abilities:

- Manage the sending, receiving, and follow-up on documentation for various ES programs, such as minutes for occupational health and safety meetings, performance program correspondence, and the preparation and distribution of forms and documents. Also, take minutes for internal ES meetings.
- Assist the Talent Acquisition Partner with recruitment tasks, which may include clerical tasks, hiring temporary staff, and contacting candidates to set up interviews.

Education and Experience:

Grade 12 Diploma

Experience using all Microsoft Applications

Professional Designation/Certification/Licenses:

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

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.