

Employment Opportunities



Position: Administrative Specialist
Service Area: litaisokinaapyoyis
Salary: Based on Education and Experience
Date Posted: August 12, 2025
Closing Date: August 19, 2025
Competition Number: ES-01-08-12-25

POSITION SUMMARY:

The Administrative Specialist plays a crucial role in providing specialized administrative support to enhance the efficiency and effectiveness litaisokinaapyoyis 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 litaisokinaapyoyis operations.

Duties & Responsibilities: *see complete job description*

- Conduct research, analyze data, and prepare reports or recommendations to support decision-making.
- Assist in the development and implementation of relevant policies, procedures, and initiatives.
- Stay updated with industry trends, best practices, and regulatory changes impacting the assigned area.
- Maintain accurate records, databases, and documentation related to the assigned function.
- Participate in meetings, committees, or projects related to the assigned area as required.
- Collect, input, and analyze data as required.
- Proficiency in using specialized software or tools relevant to the assigned function.

Required Knowledge, Skills, and Abilities:

- 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.
- Demonstrated ability to work independently and as part of a team.

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.

Professional Designation/Certification/Licenses:

None

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.