

# Employment Opportunity



**Position:** Housing File Clerk  
**Service Area:** Housing  
**Salary:** Based on Education and Experience  
**Date Posted:** November 7, 2025  
**Closing Date:** November 21, 2025  
**Competition Number:** COO-01-11-07-25

## **POSITION SUMMARY:**

The Office Clerk is directly accountable for providing clerical and administrative support for Siksika Housing management.

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

- Sort and organize filing systems to ensure consistency and accuracy.
- Upload and file documents in database as required
- Assist with creating drafts or necessary letters, memorandums, reports and envelopes when required.
- Record and update all related housing records into the Housing Database.
- Record, draft, and file meeting minutes when required.
- Input required data into the systems and database with a high level of accuracy.
- Assist with transferring utilities hookup and disconnections for Rental and Band Units.

## **MINIMUM QUALIFICATIONS:**

### **Required Knowledge, Skills, and Abilities**

Excellent organizational skills and time management efficiency. General knowledge of office procedures. Proficient experience with computer programs within the Microsoft Applications, such as Excel and PowerPoint. Ability to communicate effectively both written and orally. Demonstrates understanding and importance of working with confidential information. Collaboratively work with other staff members and the general public. Knowledge of financial processes and basic bookkeeping. Strong interpersonal skills. Can work under minimal supervision and as part of a team

### **Education and Experience**

- Grade 12 Diploma or GED equivalent
- Office Skills Certificate would be an asset
- One year of experience working in an office environment

### **Other:**

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.

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.  
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