

# Employment Opportunity



**Position:** Office Manager  
**Service Area:** Employee and Administrative Services  
**Location:** Siksika Nation Tribal Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** November 21, 2025  
**Closing Date:** December 5, 2025  
**Competition Number:** EASOM-01-1-07-25

The Office Manager is a key member of the Siksika Nation Tribal Administration, responsible for overseeing the supervision of the Administrative Services department, Post Office and Records Information Management departmental operations. This position is responsible for supervising administrative staff, coordinating service requests, supporting executive leadership, and fostering cross-departmental collaboration. The Office Manager will champion continuous improvement, cultural integrity, and operational excellence in all aspects of administrative service delivery.

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

- Support budget preparation and monitor adherence to financial guidelines.
- Devise leadership strategies for enhanced customer satisfaction and engagement via customer service model implementation and to formulate plans to sustain and elevate the customer service model.
- Assess training needs and coordinate professional development programs, with an intent on enhancing cultural preservation and promotion of Siksika Nation in service delivery.
- Strategic planning of Records Information Management office document organization, preservation and retention program; encompassing all areas of Siksika Nation Tribal Administration for diverse historical, current and future data informational needs.
- Ensure Siksika Post Office management and office needs are effectively planned and collaboratively engaged as necessary with affiliated government agencies and Siksika Nation entities.

#### **MINIMUM QUALIFICATIONS:**

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

Knowledge of PIPEDA, and other related governmental legislation pertaining to records management. Strong organizational and time management skills, with the ability to prioritize and multitask effectively. Excellent interpersonal and communication skills, with the ability to interact professionally with stakeholders at all levels. Detail-oriented with a high degree of accuracy in work output and attention to detail. Proficiency in using office software and applications, including Microsoft Office suite and document management systems. Strong problem-solving and decision-making abilities, with a proactive and solution-oriented approach. Ability to handle confidential and sensitive information with discretion and professionalism. Demonstrated leadership and team management skills. Knowledge of Siksika culture, traditions, and community dynamics is desirable.

##### **Education and Experience**

Bachelor's degree in Business Administration, Management or related field required.

Five years' experience in office management or related supervisory position required.

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.