

Employment Opportunity



Position: Administrative Specialist
Service Area: Council Services
Location: Siksika Tribal Administration
Salary: Based on Education and Experience
Date Posted: December 17, 2025
Closing Date: January 5, 2026
Competition Number: TM-01-12-17-25

POSITION SUMMARY:

The Administrative Specialist 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: *Duties include but are not limited to:*

Serve as the primary point of contact and subject matter expert for a specific administrative function, such as finance, human resources, procurement, etc., as per assigned department or function.
Develop and maintain a comprehensive understanding of the policies, procedures, and regulations related to the assigned area.
Execute specialized tasks within the designated function, ensuring accuracy, timeliness, and compliance.
Take minutes of chief and council meetings.
Arrange for distribution of minutes to Siksika Nation members.
Check for correct numbers and dates on Band Council Resolutions, type and arrange for distribution to appropriate service area, record all resolutions in book, file for future use or reviews.
Receive and screen telephone calls and visitors, identify urgent and important inquiries and arrange appropriate action; set up appointments for public.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- In-depth knowledge of policies, procedures, and regulations related to the assigned area.
- 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.

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

Other: Requires general knowledge of the Siksika Nation culture and some abilities to Communicate in the Siksika language.

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.