

Employment Opportunity



Position: Admin Specialist, Front Desk
Service Area: Housing
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: January 9, 2026
Closing Date: January 23, 2026
Competition Number: COO-01-01-09-26

POSITION SUMMARY:

The Receptionist is primarily responsible for providing administrative support for the day-to-day activities and operations of the Housing department. This role is the first point of contact for any visitors, and all incoming phone calls to the office.

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

- Answer phone calls and greet the public at from desk in a friendly, energetic, personable, polite, and professional manner.
- Respond to all incoming inquiries and questions, and direct to the responsible role or person as required.
- Maintain a wide variety of records, files, and systems related to Siksika Housing operations or activities and create new records when requested.
- Responsible for collecting, sorting, recording, and distributing incoming and outgoing mail or deliveries.
- Maintain the functioning operation and maintenance of office equipment (photocopier, fax machine, etc.) and place orders of office supplies when inventory is low.

MINIMUM QUALIFICATIONS:

- Knowledge of general office procedures and practices.
- Required Knowledge, Skills, and Abilities
- Strong proficient use of computer programs including Microsoft Word, Outlook, and Excel Consistently pleasant interpersonal skills, in verbal and written communications
- Capacity to work independently with minimal supervision, and collaborate effectively as a valuable member of any team
- Great communication abilities with internal team members, and with the general public and Nation members
- Ability to organize and prioritize work and tasks assigned
- Be able to manage multiple tasks at any one time while efficiently using time management skills

Education and Experience:

Grade 12 Diploma or GED equivalent

Office or Administrative Certificate would be an asset

Minimum of one year working as a receptionist or administrative support role in an office environment

A combination of education and experience may be considered

Other:

Current Satisfactory Criminal Records / Background Check

Requires general knowledge of the Siksika Nation culture and some ability 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.