

# Employment Opportunity



**Position:** Admin Specialist, Front Desk  
**Service Area:** Housing  
**Location:** Siksika Nation Tribal Administration  
**Salary:** Based on Education and Experience  
**Date Posted:** February 23, 2026  
**Closing Date:** March 9, 2026  
**Competition Number:** COO-02-02-23-26

## 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 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](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.