Employment Opportunities

Position: **Employee Services Partner**
Service Area: Employee and Administrative Services
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: February 4, 2026
Closing Date: February 18, 2026
Competition Number: EASESM-4-02-4-26

POSITION SUMMARY:
The Employee Services Partner plays a critical role in facilitating the recruitment and talent management processes for the Siksika Nation Tribal Administration. This role involves facilitating various aspects of talent acquisition, onboarding, employee engagement, and performance management initiatives. Contributes to fostering a positive and high-performing work culture by ensuring the effective management of talent and supporting the growth and development of employees.

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

- Advertises job vacancies, advertisements, collects applications, assists with prescreening and arranging
- interviews of applicants to obtain work history, training, education, job skills and other background
- information necessary for job/position.
- Manage the Recruitment email and ensure that competition folders are created, applications are complete
- and placed in the and the correct folder and the recruitment tracker is updated.
- Contact potential applicants and arrange interviews. Notify unsuccessful applicants of competition results
- by letter.
- Assist in the planning and execution of employee engagement initiatives and activities, communication,
- including newsletters, announcements, and intranet updates, and liaises with external agencies as required.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- **S**trong interpersonal skills, including the ability to relate to candidates, management, the public and a variety of others with cultural sensitivity.
- 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.
- Proven recruitment and selection ability.
- Proven skills in Microsoft Office environment.
- Superior to time management, organization and written skills are necessary.

- **Education and Experience**

- Bachelor's degree in Human Resources, Business Administration, or a related field required.
- Minimum of 4 years of experience in management role, preferably in a fast-paced and dynamic work environment.

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.