

# Employment Opportunity



**Position:** Project and Office Supervisor

**Service Area:** Siksika Infrastructure & Public Works

**Location:** Siksika Nation

**Salary:** Based on Education and Experience

**Date Posted:** February 5, 2026

**Closing Date:** February 19, 2026

**Competition Number:** IPWM-01-02-05-26

## POSITION SUMMARY:

The Project and Office Supervisor is responsible for overseeing and coordinating public works projects and managing the administrative functions within the Siksika Nation Public Works Department. This role includes direct supervision of Admin Specialists and Customer Service Specialists, ensuring effective office management, project execution, and high-quality customer service. The supervisor will work closely with the Infrastructure and Public Works Manager to support departmental goals and objectives.

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

1. Oversee the planning, execution, and completion of public works projects.
2. Monitor project progress, address any issues or risks, and ensure adherence to deadlines and budget constraints.
3. Supervise Admin Specialists and Customer Service Specialists, providing leadership, training, and performance evaluations.
4. Address and resolve customer inquiries and complaints in a timely and effective manner.
5. Facilitate effective communication between different teams, stakeholders, and external partners.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Strong leadership and team management abilities.
- Proficient in project management software and Microsoft Office Suite.
- Exceptional communication and interpersonal skills.
- Proactive problem-solving skills and a results-oriented approach

## Education and Experience

- Bachelor's degree in public administration, Business Administration, or a related field.
- Minimum of 5 years of experience in project management and administrative supervision, preferably in a public works or related setting.

## Professional Designation/Certification/Licenses:

- Valid Alberta Class 5 Driver's License.
- Three years Driver's Abstract required and able to maintain.
- Project Management Certification is desirable.

## Other:

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