

Employment Opportunity



Position: Admin Specialist
Service Area: Consultation
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: April 15, 2026
Closing Date: April 29, 2026
Competition Number: GIO-01-04-15-26

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:*

1. 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.
2. Execute specialized tasks within the designated function, ensuring accuracy, timeliness, and compliance.
3. Conduct research, analyze data, and prepare reports or recommendations to support decision-making.
4. Coordinate and administer the scheduling, booking of all staff meetings, conferences and workshops when directed by management.
5. Generate operations and issues reports of activities for management review on a regular basis or when directed.
6. Assist in the coordination and execution of projects, including tracking progress, ensuring deadlines are met, and facilitating collaboration among team members.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- In-depth knowledge of policies, procedures, and regulations related to the assigned area.
- Strong analytical and problem-solving skills.
- 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 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