

Employment Opportunity



Position: Administrative Specialist – Transportation
Service Area: Siksika Infrastructure and Public Works
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: May 20, 2026
Closing Date: June 3, 2026
Competition Number: SIAPW-01-05-20-26

POSITION SUMMARY:

The Siksika Nation Transportation Administrative Specialist position provides essential coordination and documentation support for Public Works operations. This role ensures accurate invoicing, driver compliance, fleet tracking, and record management across all SNTA departments. The position requires strong organizational skills, attention to detail, and a commitment to maintaining compliance with Alberta transportation regulations and nation policies.

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

1. Ensures that all fleet vehicle information (assignments, location, etc.) is tracked and maintained.
2. Identify gaps or inconsistencies in fleet and equipment data and implement corrective actions and process improvements.
3. Maintain required maintenance records, checklists, inspection logs, and fuel purchase documentation within the fleet database.
4. Support invoicing processes, mileage reporting, and coordination with the Accounts Payable Clerk for invoice payments.
5. Create and issue purchase orders; process and prepare invoices for fleet-related goods and services.
6. Ensure compliance with company vehicle policies and assist with the development and implementation of new policies.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Strong organizational and tracking skills.
- High accuracy in data entry and documentation.
- Knowledge of Alberta transportation requirements (Class 4, abstracts, medicals).
- Ability to manage multiple databases and trackers.

Education and Experience

High school diploma or equivalent.

3–5 years of administrative experience in administration, transportation, fleet, or compliance operations.

Experience with Microsoft Office Suite & Microsoft 365, insurance coordination, and invoicing.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License in good standing is required.

Three years Driver's Abstract required.

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