

Employment Opportunity



Position: Registry File Clerk
Service Area: Land Management
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: May 28, 2026
Closing Date: June 11, 2026
Competition Number: L M S A -01-05-28-26

POSITION SUMMARY:

The Registry File Clerk is to organize and preserve Land Management records and manage file documents in physical and digital format. Manage the flow of documentation within Land Management area and ensure staff have access to necessary documents and records.

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

1. Assist to develop an efficient filing system to make updating and retrieving files easier;
2. Sorting paperwork and information, etc., in adherence of and maintaining an efficient filing system;
3. Digitalize all important documents;
4. Log all incoming and outgoing mail correspondence;
5. Ensure all paperwork is secured in designated places;
6. Deal with all requests to access files and keep logs of borrowed documents;
7. Assist in dictation, transcribing and preparing specific Land Management meeting minutes;
8. Periodically provide office assistance in Service Area's day to day activities;

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of Electronic Document Management System (EDMS).
- Knowledge of Microsoft Office applications including Excel.
- Proficient typing and editing skills.
- Good English language communication skills both oral and written.
- Ability to work in a team environment and independently.
- Excellent organization skills and self-motivated.

Education and Experience

- Post-Secondary Certificate in Information and Records Management preferred.
- Grade 12 High School Diploma required.
- Two years' experience in file record administration required.

Professional Designation/Certification/Licenses:

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