

Employment Opportunity



Position: Admin Specialist – Animal Services
Service Area: Public Safety
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: July 21, 2026
Closing Date: August 4, 2026
Competition Number: COO-01-07-21-26

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. Act as the first point of contact for public inquiries, complaints, or service requests
2. Answer phone calls and emails
3. Maintain accurate records of animal incidents, licensing, enforcement, and impounds
4. Schedule patrols, appointments, and public education sessions
5. Assist in preparing reports, community materials, and presentations
6. Provide administrative support to Animal Services Officers (filing, data entry, etc.)
7. Track and order office supplies, equipment, and uniforms
8. Process animal license applications and related documentation

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.

Education and Experience

High school diploma or equivalent (post-secondary in admin)

Office Administration Certificate or related certification required.

Familiarity with animal bylaws, enforcement, or First Nations governance is an asset

Two years' experience in an administrative role with similar transferable skills as required for the role.

Professional Designation/Certification/Licenses:

Valid driver's license is an asset

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