

Employment Opportunity



Position: Administrative Specialist – Office Clerk

Service Area: Housing

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: October 19, 2026

Closing Date: October 30, 2026

Competition Number: COO-01-10-19-26

POSITION SUMMARY:

The Office Clerk is directly accountable for providing clerical and administrative support for Siksika Housing Management.

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

1. Sort and organize filing systems to ensure consistency and accuracy;
2. Update tenants on status of repair or maintenance requests, as needed;
3. Create drafts or necessary letters, memorandums, reports and envelopes when required;
4. Process Accounts Payable Vouchers under the Junior Operations Coordinators direction
5. Sort and distribute Invoices for all housing departments as required
6. Record, draft, and file meeting minutes when required;
7. Attend meetings as required.
8. Transferring utilities hookup and disconnections for all required housing units;
9. Process and track all utility payments as required for the housing department.
10. Process Accounts Payable Vouchers as required;
11. Monitor and process all incoming emails for the Accounts Payable Department.
12. Accountable for coordinating and setting up meetings and social events when required;

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Excellent organizational skills and time management efficiency
- General knowledge of office procedures
- Proficient experience with computer programs within the Microsoft Applications, such as Excel and PowerPoint
- Ability to communicate effectively both written and orally
- Demonstrates understanding and importance of working with confidential information
- Collaboratively work with other staff members and the general public
- Knowledge of financial processes and basic bookkeeping
- Strong interpersonal skills

Education and Experience

Grade 12 Diploma or GED equivalent

Office Skills Certificate would be an asset

Two years of experience working in an office environment

Professional Designation/Certification/Licenses:

None

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