Employment Opportunity

Position: Admin Specialist, Front Desk

Service Area: Housing

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: November 3, 2026

Closing Date: November 17, 2026

Competition Number: COO-01-11-03-26

POSITION SUMMARY:

The Receptionist is primarily responsible for providing administrative support for the day-to-day activities and operations of the Housing department. This role is the first point of contact for any visitors, and all incoming phone calls to the office.

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

1. Answer phone calls and greet the public at from desk in a friendly, energetic, personable, polite, and professional manner.
2. Respond to all incoming inquiries and questions, and direct to the responsible role or person as required.
3. Maintain a wide variety of records, files, and systems related to Siksika Housing operations or activities and create new records when requested.
4. Responsible for collecting, sorting, recording, and distributing incoming and outgoing mail or deliveries.
5. Maintain the functioning operation and maintenance of office equipment (photocopier, fax machine, etc.) and place orders of office supplies when inventory is low.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of general office procedures and practices.
- Required Knowledge, Skills, and Abilities
- Strong proficient use of computer programs including Microsoft Word, Outlook, and Excel Consistently pleasant interpersonal skills, in verbal and written communications
- Capacity to work independently with minimal supervision, and collaborate effectively as a valuable member of any team
- Great communication abilities with internal team members, and with the general public and Nation members
- Ability to organize and prioritize work and tasks assigned
- Be able to manage multiple tasks at any one time while efficiently using time management skills

Education and Experience

Grade 12 Diploma or GED equivalent
Office or Administrative Certificate would be an asset
Minimum of one year working as a receptionist or administrative support role in an office environment
A combination of education and experience may be considered

Professional Designation/Certification/Licenses:

Other:

Current Satisfactory Criminal Records / Background Check
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