Employment Opportunity

Position: Administrative Specialist
Service Area: Engineering Services
Location: Sunpark
Salary: Based on Education and Experience
Date Posted: November 2, 2026
Closing Date: November 13, 2026
Competition Number: SNES-01-11-02-26

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. Serve as the primary point of contact and subject matter expert for a designated administrative area (e.g finance, human resources, procurement, etc.), responding to inquiries and coordinating processes within and outside SNES.
2. Maintain a comprehensive understanding of the policies, procedures, and regulations related to Siksika Engineering Services.
3. Carry out specialized tasks (e.g., processing purchase orders, preparing budget summaries, or SNES file management) focusing on accuracy, compliance, and timely delivery.
4. Provide guidance, support, and training to staff members as needed.
5. Collaborate with internal stakeholders and external partners to optimize processes and resolve issues effectively.
6. Conduct research, analyze data, and prepare reports or recommendations to support decision-making.
7. Stay updated with industry trends, best practices, and regulatory changes impacting the assigned area.
8. Maintain accurate records, databases, and documentation related to the assigned function.

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

Office Administration Certificate or related certification required.
Three years' experience in an administrative role with similar transferable skills as required for the role.

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