



**Siksika Family Services Corporation**  
**SIKSIKA WHITE BUFFALO DEPARTMENT**



**Executive Assistant**

**On-reserve**

Permanent Full-time

Closing Date: OPEN until position is filled.

March 2024

**GENERAL STATEMENT OF POSITION:**

The Executive Assistant is a highly skilled administrative professional who provides administrative support to the Director and assistance to staff. The Executive Assistant is expected to be highly organized and have judgement and decision-making abilities. With strong problem-solving skills the Executive assistant is an integral part of the management team

The Executive Assistant is responsible for the implementation and delivery of the Siksika White Buffalo Programs in accordance with Siksika culture and traditions incorporated by the agency.

**REPORTS TO: White Buffalo Director**

**DUTIES AND RESPONSIBILITIES:**

- Serves as the confidential assistant to the Siksika White Buffalo Management composing correspondence, reports, and recommendations independently from drafts and/or oral instructions and preparing for the signature of Management.
- Planning and scheduling meetings & appointments. Ensuring all applicable attendees are informed and aware of meeting dates.
- Preparing meeting materials for; Management Meetings, Supervisors Meetings, and other meetings as assigned by Management. Serve as recorder for assigned meetings, taking and transcribing minutes; assuring appropriate and accurate information/actions are recorded and notes are distributed in a timely manner.
- Manage and serve as Administrator of work cellular devices for the company including paying the monthly bills, track usage, add or remove new lines, device inventory and assignments. Maintain up to date cellular phone lists for all offices. Point of contact with Cellular Company.
- Organize/ Maintain electronic and hardcopy files. Organize and prioritize White Buffalo business correspondence.
- Performs administrative duties. Photocopying, mail, faxing and filing for management team.
- Maintain record of minutes of all meetings. Maintain records for all agency, program, and policy directives.
- Maintain and update White Buffalo Employee leave records and other related White Buffalo employee documents (staff list, organization structure, etc.)
- Perform other duties as assigned by the Management Team.

**EDUCATION AND EXPERIENCE:**

- Certificate/diploma from Clerical or Administrative Support program and three (3) years related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com)

Please quote **Job Title** for reference.

**IMPORTANT:** All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.