



Siksika Family Services Corporation
SIKSIKA FAMILY SERVICES – RESOURCE CENTER
Administrative Support
On-Reserve
Permanent Full-time
Closing Date: OPEN until position is filled.
09/24



GENERAL STATEMENT OF POSITION:

The Administrative Support is responsible for providing administrative and clerical support for the Finance/Corp office while attending to visitor inquiries with a high level of customer service.

REPORTS TO: Chief Financial Officer

DUTIES AND RESPONSIBILITIES:

- Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
- Responds to all email inquiries in a timely manner.
- Maintains contact information for all SFSC employees and liaises with IT for updates.
- Maintains security by following opening and closing office procedures; monitor visitors and require sign-in where required.
- Accepts deliveries and mail, organizes them to be distributed to the correct recipients and ensure they get to the recipient in a timely manner while also managing outgoing mail and packages for pickup.
- Prepare vouchers for payment processing related to invoices supporting Finance and Corporate services
- Supports Finance by tracking and distributing cheques issued through accounts payable.
- Monitors all office equipment: fax, copier, etc. and arranges regular service maintenance and repair calls. Instruct staff on proper use of equipment.
- Maintains inventory of office supplies and orders as required.
- Ensures the Resource Centre, including common areas, is well maintained, organized and secure.
- Assist with booking, preparing, maintaining SFSC boardroom and classroom.
- Proactively contribute to office activities to ensure an efficient and cohesive team environment.
- Liaise with facility management, vendors, etc. to ensure the operational requirements of the office are met.
- Assist in SFSC projects and other administrative duties as required.

EDUCATION AND EXPERIENCE:

- Grade 12 education
- Minimum 1-year relevant administrative experience required.
- An Administrative Assistant or an Office Assistant certificate is an asset.
- Knowledge of Siksika culture and history.
- The ability to speak and understand the Blackfoot language is an asset.
- Requires effective interpersonal, oral and written communication skills.
- Exceptional customer service skills.
- Good time management and organizational skills.
- Strong problem-solving skills.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

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.