



**Siksika Family Services Corporation**  
**SIKSIKA EMPLOYMENT & TRAINING SERVICES**  
**Job Seeker Services Administrator**

Temporary Full Time  
05/2026



**OVERVIEW:** The Job Seeker Services Administrator will have exceptional administrative skills and be responsible for providing administrative support to the Manager of SETS, Business Industry Liaison, Project Coordinator, and the Resource Advisor.

**REPORTS TO:** Manager of Siksika Employment & Training Services and Business Industry Liaison.

**DUTIES AND RESPONSIBILITIES:**

- Monitor client training and employment placements for report/database updates and other special projects.
- Provide administrative and clerical support for the SETS Manager and GOA Unit.
- Prepare and modify correspondence, reports, agendas, minutes, and memorandums as required.
- Compile and format reports submitted by GOA Team for Management review and approval.
- Performs research and provides information as requested.
- Schedule and coordinate meetings, appointments, and travel arrangements for the SETS Manager, Business Industry Liaison, Project Coordinator, Resource Advisor, and other special projects.
- Participate and contribute to a team environment.
- Create and maintain client records utilizing Access Database or Excel Spreadsheet.
- Organize and plan for the Resource Centre Activities with other SETS Staff.
- Facilitate or assist with client workshops.
- Organize or assist with SETS events and special projects.
- Perform other related duties as required or assigned by the SETS Manager.

**EDUCATION AND EXPERIENCE:**

- Administration Certification or related employment experience.
- Experience as an Administrative Assistant or related work experience.
- Experience working with clients, First Nation Government, and Business Industry in an office environment.
- Experience creating/utilizing database software and spreadsheets.
- Experience writing reports and keeping track of data.
- Possess knowledge of Siksika culture, language, and history
- Effective interpersonal, written, and verbal communication skills.
- Excellent organizational and time management skills.
- Knowledge of SETS resources, programs, and services.
- Proficient Microsoft Office and computer skills.

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

Please quote **Job Seeker Services Administrator** 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 Vulnerable Sector Check
3. Clear Child Intervention Record Check.

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