



**Siksika Family Services Corporation**  
**SIKSIKA EMPLOYMENT & TRAINING**  
**Client Services Admin**



**On-reserve**

Contract basis

Closing Date: OPEN until position is filled.

12/24

**GENERAL STATEMENT OF POSITION:**

Reporting to the Manager of Siksika Employment Training Services (SETS) and the Business Industry Liaison (BIL), The Client Services Admin 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: SETS Manager and BIL**

**DUTIES AND RESPONSIBILITIES:**

- Provide administrative and clerical support for the SETS Manager, and GOA Unit.
- Prepare and modify correspondences, reports, agendas, minutes, 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 and Resource Advisor.
- 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.
- From time to time, facilitate or assist with client workshops.
- Organize or assist with SETS events.
- Performs 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 and/or utilizing database software and spreadsheets.
- Experience writing reports and keeping track of data

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