



OFFICE ADMINISTRATOR Blackfoot Confederacy Tribal Council

Introduction:

The Siksikaitsitapi – Blackfoot Confederacy is a Tribal Council for the Blackfoot Confederacy Nations of Kainai-Blood Tribe, Siksika, Peigan-Piikani and Amskapi Piikani. The Blackfoot Confederacy Tribal Council has been established to bring the four Nations together to deal with common issues.

Roles and Responsibilities:

The Blackfoot Confederacy Tribal Council (BCTC) Office Administrator is responsible for all Human Resources functions for Blackfoot Confederacy Tribal Council and subsidiary companies/organizations. Managing day-to-day operations of the BCTC Offices; Main Office (Standoff, AB.), Calgary Branch, Red Crow Community College, Amskapi Pikuni, and future office locations. This role will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results. Reporting to the CEO and serving as a member of the Management Team this role's primary responsibility is ensuring organizational effectiveness by providing leadership for all Human Resources and office functions.

The BCTC Office Administrator will be responsible for but not limited to the following:

- Leading and organizing all Human Resources functions; Recruitment and Selection, Training and Development, Performance Management, Employee Relations, Employment Law and Compliance, Compensation and Payroll, Benefits Administration, and HR Systems
- Oversee day-to-day operations of office support services and coordination of all office functions for all BCTC Office locations.

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- Responsible for overall administrative policies and procedures to ensure all offices are operating at optimal level.
 - Leading the design, inventory, and maintenance of all BCTC Office related property such as hardware, software, office machines, office furniture, etc.
 - Lead in the design, organizing, and maintaining of filing systems for hard copy files and electronic files for BCTC. Organize and prioritize BCTC organizational correspondence.
 - Direct supervision and performance management of Office Assistant, Part-time/On-call staff, and students. Future administrative positions may be added to this group.

The Candidate:

The candidate will hold these qualifications, skills, and abilities:

- Minimum Post-Secondary education in Human Resources or related discipline such as Business Administration, Accounting, or Office Professional.
- Professional Human Resources Designation or ability to attain proper designation.
- Minimum of 5 years related working experience in HR and office management, corporate administration, or general accounting. Experience in budget development, policy development, government contract management/funding reports, grant applications, and major projects coordination is an asset.
- Proficiency in the use of computers, Microsoft Office programs, and relevant office equipment.
- High attention to detail, strong analytical thinking, and problem-solving skills.
- Strong Communication skills: verbal, business writing, reports, electronic communications, and presentations.
- Self-starter with the ability to work independently when required.
- Excellent organizational, planning, prioritizing, and time management skills
- Ability to interact effectively with all levels such as staff, Management, Board of Directors, Leadership, Government Officials, Elders, Youth, and the general public.
- Ability to speak and/or understand Blackfoot is an asset.
- Knowledge of Blackfoot history, culture, traditions, and practices.

Compensation:

Salary to be commensurate based on education, experience, and within the approved salary grid.

Term:

3-Year Full-Time Contract

Location:

Blackfoot Confederacy - Calgary Branch Office
7535 Flint Road S.E
Calgary, AB T2H 1J3

Contact:

Interested applicants should submit their cover letter, resume, education documents and references by email to Admin@blackfootconfederacy.ca

Deadline:

Wednesday January 17, 2024 at 5pm MST

