SIKSIKAITSITAPI
BLACKFOOT
CONFEDERACY

Head Office: P.O. Box 916 Standoff, AB T0L 1Y0
Branch Office: 7535 Flint Road SE, Calgary AB T2H 1G3
Phone: +1 587.287.1100
Email: info@blackfootconfederacy.ca
Website: blackfootconfederacy.ca

JOB POSTING:

Administrative Assistant – Office Services

Blackfoot Confederacy Tribal Council

Employment Type: Full-Time, 2-Year Contract
Work Location: On-site – Blackfoot Confederacy Calgary Branch Office (7535 Flint Road SE, Calgary, AB T2H 1G3)
Reports to: Executive Administrative Officer, Blackfoot Confederacy Tribal Council (BCTC)
Number of Positions: One (1)
Posting Closing Date: Wednesday November 25, 2026

About the Role:

The Administrative Assistant – Office Services is the first point of contact for the BCTC Calgary office, ensuring smooth daily reception and office operations while maintaining a welcoming environment for staff and visitors. The role supports building security and opening/closing procedures, boardroom bookings, office supplies, promotional items and merchandise, filing, and event preparation and reconciliation. The successful candidate will have post-secondary education in a related administrative field and 2+ years of office administration experience. This is an on-site position based at the Calgary Branch Office on a regular schedule.

Key Responsibilities:

- **Reception & Building Security:** Greet visitors, answer and direct calls, maintain the visitor sign-in and phone/voicemail logs, and perform daily opening and closing procedures as part of the building security team.
- **Meeting Room & Boardroom Bookings:** Manage room bookings and calendars, set up and reset rooms, and invoice and track boardroom payments.
- **Office Supplies & Equipment:** Monitor and reorder office supplies, receive deliveries, and coordinate service calls with office equipment providers.
- **Mail, Filing & Records:** Sort and distribute mail, maintain filing systems, and perform general filing updates.
- **Financial Support:** Assist with cheque distribution, prepare APVs for building-related bills, and support basic finance tasks as requested.

- **Promotional Items & Merchandise:** Support promo room inventory and sign-outs, and operate the on-site merchandise store, including sales, daily reconciliation, and sales reports.
- **Event Support & Team Collaboration:** Assist with event preparation and reconciliation, information booth prep, and nation flag rentals; support the Administrative Team and submit a weekly activity summary.

Full details of the role, responsibilities, and qualifications are provided to interested applicants who request the full application package.

Qualifications:

Education & Experience:

- Post-secondary education in a related administrative field (e.g., diploma, degree, or administrative professional certificate) is required.
- 2+ years of office administration experience, including reception, records management, and financial or sales processing.

Technical Skills:

- Proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Ability to maintain both digital and physical filing systems.

Core Competencies:

- Strong organizational skills with the ability to manage multiple priorities.
- Professional written and verbal communication abilities.
- Attention to detail and accuracy.
- Discretion in handling confidential information.
- Ability to lift up to 30 lbs and stand for extended periods.
- Reliability & Attendance.

Preferred Qualifications:

- Experience with accounting software.
- Basic understanding of accounts payable processes.
- Knowledge of Blackfoot culture and language.
- Experience with point-of-sale or merchandise reconciliation.

Note: The successful candidate must meet all Required Qualifications listed above; Preferred Qualifications are considered beneficial but not mandatory.

Additional Requirements:

- Satisfactory Criminal Record Check and Vulnerable Sector Check.
- Ability to work on-site at the Calgary Branch Office on a regular schedule.
- Minimal and infrequent travel; any travel would be occasional and with advance notice.

Work Environment & Requirements:

- **Work Environment:** Front-line reception and administrative office environment handling confidential information, with fluctuating periods of high activity and set deadlines.

- **Primary Office Location:** Blackfoot Confederacy Calgary Branch Office (7535 Flint Road SE, Calgary, AB T2H 1G3). The office is the incumbent's primary and regular workplace, and the position is performed on-site.
- **Core Hours:** Monday – Friday, 8:30 AM – 4:30 PM — regular, fixed hours. **Punctual and consistent attendance is required**, as this role is responsible for opening the office and maintaining front-line reception coverage.
- **Travel:** Minimal and infrequent; any travel would be occasional and with advance notice.
- **Confidentiality:** Must maintain discretion with sensitive staff, visitor, and financial information.
- **Physical Requirements:** Ability to lift up to 30 lbs and stand for extended periods.

Why Join Us?

- **Purpose-Driven Role:** Be the welcoming face of an organization dedicated to advancing Blackfoot Nations.
- **Skill Growth:** Build transferable skills in office administration, customer service, record keeping, event support, and team coordination.
- **Stable, On-Site Role:** Regular weekday hours in our Calgary office, with a predictable schedule and minimal travel.
- **Team Integration:** Work as part of the administrative team with clear responsibilities and supportive supervision.
- **Cultural Connection:** Contribute within a workplace rooted in Blackfoot culture, values, and community service.

How to Apply:
For more information and/or to request an ***application package***, please email Blackfoot Confederacy Tribal Council Human Resources at: **admin@blackfootconfederacy.ca**

Deadline to Apply: Wednesday November 25, 2026, 5:00pm ABT

Blackfoot Confederacy Tribal Council thank all interested applicants and advises that only those selected for an interview will be contacted.