



**Siksika Family Services Corporation**  
**SIKSIKA CHILDREN'S SERVICES**  
**ADMIN TEAM LEAD**

STRATHMORE

Permanent Full-time

April 2026



**Closing Date: OPEN until suitable candidate is selected**

**GENERAL STATEMENT OF POSITION:**

The Administrative Team Lead is responsible for the overall administrative functions of the administrative team. They supervise administrative staff, offering guidance and training while delegating work tasks. Their job is to ensure that day-to-day operations of their office location run smoothly and in accordance with Provincial standards. This role is an integral part of the Administration Support Team and works closely with all work units within the respective office location.

**Duties & Responsibilities:**

- Managing of administration area to achieve operational objectives.
- Provide guidance and support to administration staff to perform their duties effectively.
- Supervise the monthly billing for office location, staff scheduling and submit timesheets for payroll processing activities.
- Ensure that the administration area follows company legislative standards and guidelines for operational efficiency.
- Provide support to resolve any problems faced by the administration area.
- Manage the financial needs for program and office location. This includes preparing expenditures for signing, recording and submitting to Finance. Receiving cheques and distributing through mail and in person as directed.
- Manage the supply needs for office location.
- Provide support in all administrative tasks to employees, program and office location
- Evaluate current operations to identify and implement process improvements
- Manage information – set up files and binders for staff on all operational information, manage contact lists.
- Manage Database entry and provide statistics on clients accessing program.
- Manage incoming referrals and direct to appropriate Team Lead.
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following opening and closing office procedures; maintaining phone call logbook; monitor visitor sign-in. This position is an integral part of the Office security response team.
- Maintains telecommunication system by following manufacturer's/service provider's instructions
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Please email [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com) for full job description

**EDUCATION AND EXPERIENCE:**

- Certificate/diploma from Clerical or Administrative Support program and three (3) year related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

**Resumes, cover letters and the other documents listed below should be emailed to**

[hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

**Please quote Admin Team Lead 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.*