



BLACKFOOT CROSSING HISTORICAL PARK LTD.

POSITION: Office Manager
STATUS: TERM CONTRACT
SALARY: COMPETITIVE and COMMENSURATE WITH QUALIFICATIONS
DATE POSTED: November 3, 2023
DEADLINE: Posted until position is filled

Blackfoot Crossing Historical Park is a culturally significant institution located in the beautiful foothills of Alberta, Canada. As a renowned heritage and cultural center, we are dedicated to preserving and sharing the rich history and traditions of the Siksika Nation. Our commitment to education, tourism, and cultural preservation drives our mission, and we are looking for a dedicated and organized Office Manager to join our team.

GENERAL STATEMENT OF RESPONSIBILITIES

The Office Manager at Blackfoot Crossing Historical Park plays a vital role in ensuring the efficient and smooth operation of administrative and business functions. This position requires an individual who can manage the day-to-day tasks necessary to support the park's operations while also contributing to the preservation of Siksika culture and history. The Office Manager will assist the General Manager in various administrative and business-related tasks.

KEY RESPONSIBILITIES:

- **Administrative Support:** Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, conducting research, and creating reports.
- **Finance Management:** Work with team leads to manage office budgets in accordance with Siksika F.A.L and Siksika Treasury guidelines.
- **Coordinate and manage grant projects** related to independent contracted proposals and procurement policies. Assist in gathering information on grant proposals.
- **Human Resource Management:** Assist in the organizational structure implementation.
- **Office Operations:** Oversee and support all administrative duties in the office and ensure that the office is operating smoothly.
- **Policy Development:** Develop office policies and procedures and ensure their appropriate implementation.
- **Process Improvement:** Identify opportunities for process and office management improvements and design and implement new systems.

FOR A DETAILED JOB DESCRIPTION & APPLICATION, PLEASE CALL 403-734-5171

QUALIFICATIONS

Education, Knowledge, and Skills

- Bachelor's degree in business administration, management, or a related field is preferred.
- Proven experience in office management or a similar role.
- Strong organizational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Proficiency in office software and administrative systems.
- Knowledge of grant writing, project management and financial procedures is a plus.
- Familiarity with Siksika culture and history is desirable.

PLEASE DROP OFF or EMAIL YOUR APPLICATIONS, RESUME, COVER LETTER, & REFERENCES to:

Human Resource
Blackfoot Crossing Historical Park Ltd.
Drop-Off Address: c/o The Blackfoot Crossing Historical Park
Email: hrclerk@blackfootcrossing.ca

THANK YOU TO ALL CANDIDATES, ONLY THOSE GRANTED INTERVIEWS WILL BE CONTACTED.