



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

Address: 9911 Chiila Boulevard, Tsuut'ina, AB T3T 0E1
Phone: 403-281-4455 HR Office: 403-238-6107
Email: jobs@tsuutina.com



EMPLOYMENT OPPORTUNITY

Administrative Assistant

REF#2602-02

Title: Administrative Assistant

Department: Tsuut'ina Development Authority (TDA)

Reports to: Operations Director, and Financial Coordinator

Designation: Full-Time

Vacancies: One (1)

JOB SUMMARY:

The Administrative Assistant provides comprehensive support to the Operations Director and assists with administrative, permitting, communications, legislative, clerical, utility billing, and customer care functions. This role requires a highly organized, detail-oriented professional with effective communication skills and the ability to manage multiple priorities efficiently. The position supports records management, regulatory compliance, billing accuracy, and legislative initiatives while contributing to efficient office operations and delivering professional, responsive customer service.

DUTIES AND RESPONSIBILITIES:

- Clerical and Office Support:
 - Perform general office duties, including answering phones, greeting visitors, managing office supplies, and completing data entry.
 - Maintain accurate records and databases, ensuring confidentiality and compliance with records management policies.
 - Assist with permit and utility billing processing, tracking, and documentation.
 - Respond to routine customer inquiries related to billing, permits, and general office services.
- Administrative Support
 - Support daily office operations to ensure efficient workflow.
 - Manage calendars, schedule meetings, and coordinate travel arrangements.
 - Prepare, edit, and distribute correspondence, reports, and presentations.
 - Communicate with internal and external stakeholders regarding permits, billing, and administrative matters.

- Ensure compliance with applicable regulations, guidelines, and legislative requirements.
- Assist with legislative initiatives, including drafting communications and monitoring relevant legislative changes.
- Provide professional, responsive customer service and assist in resolving issues in a timely manner.
- Perform other tasks as designated by the Operations Director and Administration Lead.

QUALIFICATIONS AND SKILLS:

- Desired Education, Knowledge and Experience:
 - High School Diploma or GED (CAEC)
 - Post-Secondary Education in Office Administration or Records Management is an asset.
 - Proficient with Microsoft 365 Applications, computer databases, spreadsheets, and document management software.
 - Experience with processing and managing applications for building, development and trade permits.
 - Experience in an administrative and clerical role.
- Personal Attributes:
 - Ability to work independently, and part as a team.
 - Strong communication skills – both written and verbal.
 - Strong organizational and time management skills.
 - Attention to detail, and ability to maintain systematic and accurate filing systems.
 - Ability to handle sensitive and confidential information appropriately.
- General Employment Requirements:
 - Valid Driver's License, and reliable transportation.
 - Criminal Record Check.
 - Oath of Confidentiality.

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement.

Competition Opens: February 10, 2026

Competition Closes: February 23, 2026 @ 11:59 PM MST (Late submissions will not be accepted)

Please apply in writing, including a resume to:

Tsuut'ina Nation Human Resources Department
 9911 Chiila Boulevard, Tsuut'ina, Alberta T3T 0E1
 ATTN: Recruitment Officer
 OR Email: Jobs@tsuutina.com

Please reference in the subject line: JOB TITLE & REF # or it will NOT be opened.

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.