



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Office Services Analyst, Extraction

Job ID	516188400-1943	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=516188400-1943">https://careers.indigenous.link/viewjob?jobname=516188400-1943</a>	
Company	Suncor	
Location	Fort McMurray, Alberta	
Date Posted	From: 2018-11-08	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

### Description

LOCATION: Fort McMurray, Alberta (CA-AB)

JOB NUMBER: 26422

**Job Overview** Are you passionate about working in a fast paced environment, building positive relationships within a team environment, and using your strong customer service skills Reporting to the team leader, office services, you will be responsible for maintaining and providing customer service at the SBMC Central Stationery Customer Service Centre. You will be responsible for addressing questions or concerns in a friendly, service-led manner while ensuring you respond and complete office services emails in a timely manner, collecting information or re-directing where required.

#### Key Accountabilities

- Identify and resolve simple to complex accounting, inventory, pricing and reconciliation issues that are brought forward from our vendors
- Collaborate and build positive relationships with the office services vendors
- Develop and maintain strong working relationships with all staff and contractors to ensure services are delivered safely and effectively
- Complete inventory, restock and order copy paper for various copy stations, order and verify special stationery requirements, and order coffee/water supplies for various locations
- Responsible for the bulletin board management including postings at various locations
- Sell social club tickets

#### Required Qualifications Experience and Education:

- Five years of experience working within an office services environment
- High School Diploma or General Education Diploma (GED)

#### Skills and Knowledge:

- Proficiency in the Microsoft Office suite (Word and Excel)
- You constantly interact with others across a multitude of business units and effectively collaborate with them to build positive relationships
- You are knowledgeable with a proven record of adhering to standards, policies and procedures
- You have strong organizational skills and attention to detail, along with your ability to prioritize and multi-task
- You have the ability to balance competing priorities, partner demands, and work within both short- and longer-term timelines

#### Working Conditions

- You will be required to occasionally and safely lift up to 50 lbs
- Duties will consist of both field and office work
- If you reside outside of Fort McMurray, relocation of your primary residence to within 60 km of Fort McMurray is mandatory
- Relocation support will be provided; we offer highly competitive housing assistance to eligible individuals

**Why Suncor** We are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else; do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

#### Stay connected to us:

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. **JOB CATEGORY:** Business Professionals

For more information, visit Suncor for Office Services Analyst, Extraction