



# 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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Senior IT Project Coordinator (Petro-Canada)

<b>Job ID</b>	<b>519959700-7167</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=519959700-7167">https://careers.indigenous.link/viewjob?jobname=519959700-7167</a>	
<b>Company</b>	Suncor	
<b>Location</b>	Mississauga, Ontario	
<b>Date Posted</b>	From: 2019-02-04	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

LOCATION: Mississauga, Ontario (CA-ON)

JOB NUMBER: 26491

&#160;Why you should join us:Are you a highly motivated, organized and collaborative project coordinator or project manager that has worked on large, complex IT initiatives Are you able to build positive relationships and support multiple projects and teams to manage priorities and competing deadlines We are looking for you! Working closely with the Program Managers in our Downstream and Digital and Enterprise Technical (Operations and Maintenance) teams, you will coordinate project planning including: scope definition, planning, milestones, schedule management, critical path items, the cost plan and interdependencies to execute the project effectively. Want some further insights into what it would be like to work with us Take a peek here.You will use your expertise to:

- Prepare and build presentations and reports; exercise good judgement in analysis and preparation of information for various levels of leadership
  - Coordinate the compilation of data from various sources and prepare stewardship reporting that meets governance timelines and requirements
  - Support the project team with workshop and meeting preparation with internal and external partners including the development of materials and logistics setup, produce high quality and accurate outputs such as meeting minutes and action items, and assist with timely resolution to closure of gaps and issues
  - Develop, maintain and update project artifacts and maintain a well-organized filing system that permits easy reference and rapid retrieval of information
  - Consolidate information on schedule, budget and resources required for project reporting and understand Suncor's project delivery model while participating as an active member of the integrated team
  - Build and implement project resource onboarding plans in addition to corporate onboarding
- We'd like to review your application if you have&hellip;Must-haves (minimum requirements):
- Three to 10 years of experience in a structured project environment within a large organization
  - Experience monitoring and reporting on project status/health and project risks
  - A Bachelor's degree in computer science or business, or a combination of relevant experience and post-secondary education

- Knowledge of project controls management (forecasting, accruals, variance reporting and spend analysis)
- A solid understanding of project best practices, policies, procedures, and processes to help support project management teams
- Familiarity with project management tools (Microsoft Project, Excel, PowerPoint) and you are an
- A positive work ethic with strong interpersonal, written and verbal communication skills
- Strong problem solving and analytical skills to address issues and areas of opportunity and are able to thrive in a dynamic, fast paced environment with multiple priorities, challenging demands and strict deadlines
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

Preference for:

- Experience in project coordination involving interdependencies between business or functional processes
- Experience with coordination of technology projects
- SAP (reporting, purchase orders, contract management, financials)
- Working towards the completion of a project management certification (e.g. PMP or CAPM)

Where you'll be working, your work schedule, and other meaningful information:

- You will work out of our Downstream head office in Mississauga, located at 2489 North Sheridan Way
- Hours of work are a regular 40-hour work week, Monday to Friday, with the potential for extended work hours based on business needs
- We are currently recruiting for two senior project coordinators

Why SuncorWe 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 Senior IT Project Coordinator \(Petro-Canada\)](#)