



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Project Management Student

<b>Job ID</b>	<b>559559500-4250</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=559559500-4250">https://careers.indigenous.link/viewjob?jobname=559559500-4250</a>	
<b>Company</b>	Suncor	
<b>Location</b>	Calgary, Alberta	
<b>Date Posted</b>	From: 2019-05-31	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 28470Why you should join us:Student positions (including co-ops and interns) at Suncor are more than just a work term. They provide you with significant and meaningful work experiences to help enable you to figure out where you want your career to go &ndash; better yet, many of our students go on to become permanent Suncor employees after they graduate! You will work side-by-side with some of the most talented people in the energy industry, and your work assignments and mentoring will offer you outstanding academic and career growth.Working with the Portfolio or Project Management Office team, you will provide support to improve the delivery of information and process management projects. Your main responsibility will be to assist project management activities to ensure the projects run efficiently and effectively as planned, following standard methodologies and policies. You will use your expertise to:Provide support to project managers in project financial management with the submission of accruals, forecast development and invoice monitoringPrepare stewardship reports, update plans and assist with resource managementConduct project data analysis to unravel information, solve issues and pull out key insightsParticipate in project teams or with governance activities, as required (e.g. note-taking, coordination, planning, etc.)Assist with project documentation as requiredCoordinate meetings, including planning the agenda topics, ensuring meeting logistics are established and capturing and distributing subsequent meeting notes

We&rsquo;d like to review your application if you have&hellip;Must-haves (minimum requirements):Current enrolment in a formal co-op or internship program in a 3rd or 4th year Computer Science, Management of Information Systems or Business Administration program at an accredited post-secondary institution, and returning to full-time studies after the work term(Attach your transcripts with your application and indicate your work term availability)Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing Preference for:Experience or interest in technology-related project managementExperience or interest in project financial and resource managementComfortable working with complex spreadsheets and reporting tools; including Microsoft OfficeStrong attention to detail with excellent problem-solving, analytical and critical thinking skillsProven ability to establish relationships and to work in a customer-centric team environmentExcellent verbal and written communication skillsContinually seek greater knowledge about the systems, processes and hazards in the

workplace, in order to understand not just what you do but why you do it

Where you'll be working, your work schedule, and other meaningful information: You will work out of our Calgary head office, located in the Suncor Energy Centre at 150 – 6th Ave S.W. Hours of work are a regular 40-hour work week, Monday to Friday. This is a 4 to 12-month work term, starting September 2019

Why Suncor Start your career at 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 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. 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: Students & New Grads

For more information, visit Suncor for Project Management Student