



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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Executive Assistant

Job ID	572919600-4351	
Web Address	https://careers.indigenous.link/viewjob?jobname=572919600-4351	
Company	Suncor	
Location	Calgary, Alberta	
Date Posted	From: 2019-07-15	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 29340 Why you should join us: Are you an established and professional Executive Assistant (EA) looking for a new challenge? Are you an exceptionally organized self-starter who has a high level of professionalism, integrity and discretion when handling confidential information? You will support the Vice President (VP), Strategy and Corporate Development, providing administrative support, coordination, organization and information management to the VP and their team. You will be an active member of the team, working to ensure the business goals are attained in a safe, environmentally sound, cost effective and productive manner. You will use your expertise to: Manage and monitor all correspondence coming into VP's office (including email) to prioritize, redirect and follow-up as needed. Oversee the VP's schedule using mature sound judgement and discretion in order to assess priorities and resolve conflicts. Cultivate and maintain collaborative relationships with senior EA's and provide cross-coverage as required. Set up meetings (international internal and external conference calls, room bookings, technical set-up, catering) and engage Information Technology (IT) support as necessary. Build agendas and attend leadership meetings, recording and distributing meeting actions logs. Coordinate international and domestic travel; compile and submit expense reports. Coordinate off-sites, town halls and other events as required (confirm participant availability, develop agendas, ensure timely availability of pre-reads and meeting materials, etc.). Act as a liaison for the department by relaying messages, redirecting personnel, and answering questions regarding the department and employees and build relationships with external clients (a main point of contact). Maintain distribution lists and process payment requests (memberships, subscriptions, shopping carts). Prepare and proof-read board and executive presentation material. Investigate and maintain record of all incoming requests for approval and review status of relevant expenditures and compare with approved budget.

We'd like to review your application if you have: **Must-haves (minimum requirements):** 10 years of work experience. Five or more years of executive assistant experience, managing an executive's schedule, large amounts of confidential information and multiple priorities. Proven knowledge and experience in Microsoft Office, with emphasis on Excel, Outlook, Word and PowerPoint. An office administration diploma/degree or equivalent education and experience. Exceptional writing and verbal communication skills. Creativity and a commitment to continuous improvement. Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing.

Preference for: Setting up/booking and troubleshooting Skype video and conference meetings. SAP, Success Factors, collaboration room and Livelink experience (workflows, basic time and attendance, notifications, shopping carts, Livelink taxonomy, permissions etc.). Knowledge of administrative policies and procedures and general business operations. Proactive and well organized with the ability to retrieve information/past decisions quickly. Consistently demonstrate a collaborative work style and bring balance to a fast paced work environment. Constantly ask what could go wrong and check for out-of-the-ordinary conditions and learn to anticipate potential problems. "Raise the bar" through continuous improvement, and are enthused by a dynamic, changing work environment.

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.

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.

Check out our social goal to learn how we are working to build greater mutual trust and respect with the Indigenous Peoples in Canada. 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 Executive Assistant