



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.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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Paralegal - Financial Assurances Department, Counterparty Risk

Job ID	58681-en_US-7826	
Web Address	https://careers.indigenous.link/viewjob?jobname=58681-en_US-7826	
Company	TCEnergy	
Location	Calgary, AB	
Date Posted	From: 2019-05-14	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Paralegal - Financial Assurances Department, Counterparty Risk Reference Code: 58681
Location: Canada (CA) - Calgary, AB Job Category: Accounting/Finance; Administration;
LegalEmployment Type: Employee Full-timeRelocation Eligibility: This position is not eligible for our relocation program
Deadline: 05/21/2019 We all need energy. It warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. At TC Energy, our job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously. Guided by our values of safety, integrity, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities. We're proud of how our hard work and commitment sets us apart and benefits society, every day. We're looking for new team members who share our values and are ready to take on exciting challenges. The opportunityOur Financial Assurances Department is evolving to meet the needs of our growing business and we are expanding our presence in Calgary, Alberta to provide legal and administrative support to the Manager and Senior Paralegal. We are seeking a Paralegal who has knowledge and experience in the preparation of financial assurance documentation, file and database maintenance and reporting. The incumbent will also be involved with other related projects. What you'll do

- Draft correspondence relevant to the management of financial assurances
- Enter financial assurances, Confidentiality Agreements and other related documents in the Counterparty Risk database, including the electronic and hard copy storage of the executed originals
- Review and compare negotiated forms of financial assurances to received documents and follow up on discrepancies
- Prepare and maintain financial assurance file structure in accordance with current document management and retention requirements
- Update department records with counterparty name and address changes
- Assist with issued, held and expired financial assurances, including report requirements
- Liaise with Counterparty Risk analysts, senior management, internal business clients, internal and external legal, and counterparties with respect to the preparation and execution of financial assurance documentation
- Other tasks as required.

Minimum Qualifications

- Completion of a recognized Legal Assistant/Paralegal program
- Minimum four (4) years of legal assistant or paralegal experience
- Advanced computer skills in Microsoft Word and Excel.

Preferred Qualifications

- Experience/familiarity with drafting and/or preparing legal documents
- Experience/familiarity with Letters of credit
- Strong organizational and multi-tasking skills with the ability to prioritize effectively
- Excellent drafting and proofreading skills
- Effective interpersonal, verbal and written communication skills
- Experience with a document database is considered an asset.

About our businessTC Energy is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states. Apply now!Apply to this posting by 05/21/2019 using reference code 58681. You must apply through our jobs system at jobs.tcenenergy.com. Only applications submitted through our system will be acknowledged. Use a desktop or laptop computer to avoid system errors. TC Energy is an equal opportunity employer and participates in the E-Verify program supervised by the U.S. government. Learn moreVisit us at TCEnergy.com and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. * Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder.* Applicants must have legal authorization to work in the country in which the position is based with no restrictions.* All positions require background screening. Some require criminal and/or credit checks to comply with regulations.

For more information, visit TCEnergy for Paralegal - Financial Assurances Department, Counterparty Risk