



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:

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Job Board Posting



Careers.Indigenous.Link

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Administrative Assistant (Various Locations)

Job ID	59350-en_US-9496	
Web Address	https://careers.indigenous.link/viewjob?jobname=59350-en_US-9496	
Company	TC Energy	
Location	Calgary, AB	
Date Posted	From: 2019-09-11	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Administrative Assistant (Various Locations)Reference Code: 59350

Location: Canada (CA)Job Category: AdministrationEmployment Type: Employee Full-time -

Multiple positionsRelocation Eligibility: These positions may be eligible for the relocation

programApplication Deadline: This posting will remain open for upcoming opportunities 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 diverse teams rely on high performing administrative professionals to support the success of our day to day operations. We’re looking for Administrative Assistants to bring their energy to our field and corporate office locations across Canada. If you are a relationship builder, with a keen eye for detail and a passion for coordination – we’re looking for you! As an Administrative Assistant, you will make an impact by:

- Supporting leaders and key stakeholders by engaging and maintaining relationships across multiple functional areas at all levels of the organization
- Managing information using department and Company document management processes
- Fostering a culture of communication, collaboration, high performance and results
- Providing administrative support to achieve department goals and execute projects

Successful candidates will be effective communicators with a demonstrated history of providing high-quality administrative support. You will play a valuable role in supporting a wide range of day to day activities, coordinating with others to address departmental or interdepartmental tasks, and becoming a go-to for department information and support.Minimum Qualifications

- Completed high school diploma or GED from a recognized institution is required
- A minimum between one to ten (1-10+) years of related work experience in an administrative role

or a related field

- Energetic individual who is a self-starter, has a willingness to help the team and an ability to learn and adapt quickly
- Exceptional judgement and discretion when dealing with internal and external parties particularly when dealing with confidential matters
- Experience and a willingness to learn computer skills including: Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), SAP, SharePoint and Visio

Preferred Qualifications

- Degree or certificate in Administrative Studies from a recognized institution is considered an asset
- Excellent communication skills, both written and verbal, with the capability to manage information, data and correspondence on multiple levels
- Strong interpersonal skills, professional demeanor and demonstrated ability to build rapport with network of colleagues across the organization
- Knowledge of TC Energy policies and procedures with a general understanding of the organization's structure, operations, business interests and key stakeholders
- Strong attention to detail and accuracy, resourceful, able to solve problems and find solutions to meet department needs
- Ability to use unconventional approaches to solve problems when standard approaches are not effective
- Proven organizational, planning and prioritization skills
- Ability to work in a fast-paced environment, manage tight deadlines and work independently with minimal supervision
- Able to work effectively with all levels of management

About our business TC 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 using reference code 59350, and indicate your preferred location. We encourage you to apply as soon as possible, as positions will be filled on an ongoing basis. You must apply through our jobs system at jobs.tcenergy.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. Learn more Visit 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. * Candidates will be evaluated and may be added to our talent pool and may be contacted for future Administrative Assistant opportunities * 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. * TC Energy is an Equal Opportunity Employer and is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting careers@transcanada.com.

For more information, visit [TC Energy for Administrative Assistant \(Various Locations\)](#)