



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

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Maintenance Administrator

Job ID	599454300-3197	
Web Address	https://careers.indigenous.link/viewjob?jobname=599454300-3197	
Company	Suncor	
Location	Fort McMurray, Alberta	
Date Posted	From: 2019-10-11	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Fort McMurray, Alberta (CA-AB)

JOB NUMBER: 32164Why you should join us:Are you a professional maintenance or project administrative assistant who thrives in a dynamic environment with contending responsibilities If so, we have the role for you! In this temporary site based role, you will support two shifts of union and staff employees, with administrative work, and coordinating and supervising the work of modified duties union employees. This role is important in supporting human resources through the facilitation of time management for bargaining unit employeesYou will use your expertise to:

- Maintain master schedule in support of P&S resource loading
- Create, update and maintain yearly vacation schedule with man power hours
- Support human resources by aiding in investigation of time entry and master schedule by tracking all data
- Handle overtime call out requests for MEM bargaining unit employees
- Provide monthly and yearly comparative overtime reports that assist Managers in controlling manpower hours
- Track and compile data the bargaining unit enters on time sheets. Compile data showing areas where better control of labor and manpower costs can be implemented
- Capture safety meeting minutes and audit notifications for completions
- Prepare weekly preventative maintenance documentation including QA/QC
- Assist Personnel Supervisor with managing the modified workers. assigning daily tasks
- Updating safety board, policies and procedures board, HR forms & bussing schedule changes

We'd like to review your application if you have…

Must-haves (minimum requirements):

- Five or more years of maintenance and / or administrative experience
- High school diploma or General Education Diploma (GED)
- A valid driver's licence and a clean driving record
- Advanced proficiency with Microsoft Office Suite (Outlook, Word, Excel and Powerpoint)
- A high level of attention to detail, undertaking all work in a planned, methodical and accurate manner
- Strong collaboration skills that enables you to build strong, positive relationships with diverse groups

- The ability to anticipate potential problems and check for out-of-the-ordinary conditions, as well as having a strong sense of accountability
- Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing

Preference for:

- A post-secondary education
- Knowledge of Skype, SAP and Livelink

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

- You will work out of our Base Plant Mine in Fort McMurray, Alberta
- The shift schedule is a 7 days on / 7 days off rotation
- Your primary residence being within 60 km of Fort McMurray is mandatory
- This is a temporary position for a period of 12 months

Why Suncor We want you to have a job you're passionate about & as well as opportunities to learn and challenge yourself. Suncor is a company where you can significantly grow your skills and career and achieve success. 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. 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. 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 Maintenance Administrator](#)