



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

Date Printed: 2024/05/04

Onboarding Coordinator

Job ID	528148800-9745	
Web Address	https://careers.indigenous.link/viewjob?jobname=528148800-9745	
Company	Suncor	
Location	Calgary, Alberta	
Date Posted	From: 2019-01-15	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 27313

Why you should join us: Do you want to have the opportunity to develop your Human Resources (HR) skills while expertly facilitating the important "getting started" phase for new hires? Are you a collaborator and are you skilled in providing support to leaders during the onboarding process? Reporting to the team leader, in our boarding and HR Admin, in this temporary role you will be focused on the creation and execution of the new-hire onboarding program and on providing project support to the broader HR team. You will use your expertise to:

- Coordinate and ensure the onboarding and off-boarding processes are completed accurately and efficiently
- Ensure the working environment is ready for the arrival of the new employee
- Audit the effectiveness of our boarding program, identify areas of opportunity and make recommendations for improvement
- Support leader training for onboarding
- Provide project support and coordination in the delivery of HR initiatives
- Build area-specific boarding materials with the communications and HR teams
- Provide administrative support as needed for the HR team

We'd like to review your application if you have: Must-haves (minimum requirements):

- One year of related work experience within HR
 - Completion of post-secondary education
 - Strong computer applications knowledge
 - A drive for team orientation with the ability to conduct work with the utmost confidentiality and integrity
 - Strong, proven interactive and communication skills
 - A solid record of organization and priority management skills
 - A can-do attitude and are a flexible self-starter with excellent judgment
 - Excellent collaboration skills and able to work cross-functionally in order to achieve the best results and deliver the most value
 - Alignment with our values of: safety above all else, respect, raise the bar, commitments matter and do the right thing
- Preference for:

- Post-secondary education in HR
- Knowledge of SAP, SuccessFactors, and Microsoft Excel

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 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. 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 Onboarding Coordinator](#)