



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

Administrative Assistant

Job ID	58987-en_US-1010	
Web Address	https://careers.indigenous.link/viewjob?jobname=58987-en_US-1010	
Company	TC Energy	
Location	Les Cedres, QC	
Date Posted	From: 2019-06-28	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Administrative Assistant Reference Code: 58987

Location: Canada (CA) - Les Cedres, QC Job Category: Administration Employment Type: Employee

Full-time Relocation Eligibility: This position is not eligible for our relocation program Application Deadline: 07/19/2019

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 opportunity Canada Gas Operations (CGO) is looking for a driven and experienced Administrative Assistant to join our team. Reporting to the Area Manager, you will work collaboratively with and support multiple teams of an approximately 20 members (core and contractor) in support of the Quebec portion of TC Mainline and TQM entities. Located in Les Cedres, you will be contributing to the success of the team by proactively anticipating and responding to the administrative and logistical needs of the Manager and fellow team personnel, enabling them to focus on their core accountabilities. In this role you must balance your priorities while managing the facility's front desk, where you will act as the first point of contact for all visitors. What you'll do

- Professionally manage and maintain highly confidential information such as salaries, budgets and other company confidential data/information
- Receive all traffic at the facility's front door, includes greeting guests, receiving deliveries, and directing traffic to the appropriate group or individual
- Manage fleet of Company vehicles, including maintenance, registration, scheduling, etc.
- Preparation, coordination, reporting and analysis of team budgets and forecasts
- Assistance to team members on company programs and processes, i.e. SAP, WebEx, ART, ServiceNow, LMS, MS Office
- Plan and coordinate on-site and off-site meetings, schedules/calendars, conference calls and management of travel arrangements
- Create/maintain/report LMS (Learning Management System) team profiles
- Act as the HR designate, onboarding core employees, contractors, interns/summer students, completing change of status actions and maintaining time entries
- Prepare and submit expense reports for technicians and manager
- Provide backup and vacation coverage for other Associates in CGO Eastern Region

Minimum Qualifications

- High school diploma (or equivalent) is required, post-secondary certification, diploma or degree in a relevant field is considered an asset and strongly preferred
- A minimum of four (4) years in progressive administrative experience
- Proficiency with MS Outlook and other applications (Word, Excel, PowerPoint, SharePoint, Skype)

- Fluent in French and English
- An alternate combination of education and experience may be considered

Preferred Qualifications

- Previous budgeting experience or understanding
- Experience using SAP
- Solid interpersonal skills, comfortable communicating effectively at all levels of the organization and with external parties
- Ability to display consistent professionalism and provide the utmost discretion
- Excellent communication skills, both written and verbal with the capability to managing information and correspondence on multiple levels
- Adaptable thinker, able to adjust to changing deadlines and competing priorities, proactive, quick learner and the ability to multitask
- Demonstrate ability and willingness to work positively with others in a team environment, strong team interaction and integration competencies
- Ability to take initiative and prioritize work effectively
- High level of self-motivation to work independently, excellent time management and organization skills

Apply now! Apply to this posting by 07/19/2019 using reference code 58987. 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. * 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 [TCEnergy](https://TCEnergy.com) for Administrative Assistant