



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

Date Printed: 2024/05/04

Administrative Assistant

Job ID	59165-en_US-5396	
Web Address	https://careers.indigenous.link/viewjob?jobname=59165-en_US-5396	
Company	TC Energy	
Location	Calgary, AB	
Date Posted	From: 2020-01-13	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

Administrative Assistant Reference Code: 59165 Location: Canada (CA) - Calgary, AB

Job Category: Administration

Employment Type: Employee Full-time

Relocation Eligibility: This position is not eligible for our relocation program

Application Deadline: 01/23/2020 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 Our Canada Projects Engineering team is evolving to meet the needs of our growing business and we are expanding our presence in Calgary, Alberta to support Canada Gas. We are seeking a driven and passionate Administrative Assistant who will report directly to the Director, Projects Engineering and will provide support primarily to the Director and the Manager leadership team. This individual has the proven skills, competencies and capacity to liaise with internal and external stakeholders at multiple levels and cross-functionally. You are able to prioritize and organize tasks in an efficient manner within tight, competing timeframes while maintaining a diplomatic and positive attitude. In this position you must work collaboratively with team members in the Canada Projects department as well as with other Administrative Assistants across the Canada Projects department and Canada Gas. What you'll do

- Manage the Director's calendars which includes coordinating meeting logistics and materials, booking rooms, AV support, catering, etc. as well as drafting meeting agendas and coordination of presentations where required

- Support the Manager's in calendar bookings which includes coordinating meeting logistics and materials, booking rooms, AV support, catering, etc. as well as drafting meeting agendas and coordination of presentations where required
- Provides guidance and is recognized as a subject matter expert in systems and business process at the administrative level
- Responsible for identifying and anticipating communication needs within the formal organization structure and ensures distribution of relevant information
- Individually manage email, including monitoring, prioritizing and drafting responses reflecting a formal tone
- Manage all administrative tasks including printing, document formatting, SharePoint sites, Operations intra-webpage, expense reports, and timesheets for department team members
- Managing and organizing travel arrangements
- Participate in project work and complex administrative needs in special circumstances
- Manage all Workforce, SAP, network access and other system changes, as well as the onboarding logistics for employees, new hires and contractors
- Manage and submit invoices to the Accounts Payable/Receivable department
- Organize relationship building events with suppliers and stakeholders
- Review, develop and implement departmental administrative processes and training on systems where applicable to enable consistency and quality of execution of administrative functions within the department and provide back-up support to other departments as required
- Independently create practical solutions to problems utilizing in-depth knowledge and good judgement to evaluate impacts on the department and the organization
- Perform other duties as assigned

Minimum Qualifications

- Degree or certificate in Administrative Studies from a recognized institution is required
- A minimum of six (6+) or more years of related administrative work experience with increasing levels of responsibility
- Previous experience and passion for working in the energy industry
- Advanced computer skills including: MS Outlook, Word, Excel, PowerPoint, SAP, SharePoint and Visio
- Exceptional judgement and discretion when dealing with internal and external parties particularly when dealing with confidential matters
- Energetic individual who is a self-starter, has a willingness to help the team and an ability to learn and adapt quickly

Preferred Qualifications

- Knowledge of TC Energy policies and procedures with a general understanding of the organization's structure, operations, business interests and key stakeholders
- Strong interpersonal skills, professional demeanor and demonstrated ability to build rapport with network of colleagues across the organization
- Excellent communication skills, both written and verbal, with the capability to manage information, data and correspondence on multiple levels
- Strong attention to detail and accuracy, resourceful, able to solve problems and find solutions to meet department needs

- 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 within and outside of the organization

About our business Our 57,500-mile natural gas pipeline network is positioned in two of the most prolific and lowest cost basins in North America – the Western Canadian Sedimentary Basin (WCSB) and the Appalachian Basin. Our systems are well placed to meet the continent's growing demand for clean-burning natural gas by connecting the supply in these basins to important and growing markets across the continent. We supply more than 25 per cent of the clean-burning natural gas consumed daily across North America. Apply now! Apply to this posting by 01/23/2020 using reference code 59165. You must apply through our jobs system at jobs.tcenergy.com. Only applications submitted through our system will be acknowledged. Applications may be submitted using a mobile device or a desktop / laptop computer. 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 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@tcenergy.com.

For more information, visit [TC Energy](https://TCEnergy.com) for Administrative Assistant