



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

## Administrative Assistant

|                    |   |                           |
|--------------------|---|---------------------------|
| <b>Job ID</b>      | <b>60633-en_US-6588</b>   |                           |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=60633-en_US-6588">https://careers.indigenous.link/viewjob?jobname=60633-en_US-6588</a> |                           |
| <b>Company</b>     | TC Energy   |                           |
| <b>Location</b>    | Edson, AB   |                           |
| <b>Date Posted</b> | From: 2019-09-30  | To: 2050-01-01            |
| <b>Job</b>         | Type: Full-time   | Category: Resource Sector |

### Description

Administrative AssistantReference Code: 60633

Location: Canada (CA) - Edson, AB Job Category: AdministrationEmployment Type: Employee Full-timeRelocation

Eligibility: This position is not eligible for our relocation programApplication Deadline: 10/20/2019 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 opportunityOur Wildrose Regional Pipeline team is evolving to meet the needs of our growing business and we are expanding our presence in Edson, Alberta to support our Canada Gas Operations (CGO).We are seeking a highly motivated and energetic Administrative Assistant who will be reporting directly to the Regional Pipeline Manager. The successful candidate has knowledge and experience in performing various office management duties and administrative support. In this position you must work collaboratively with team members in the WR Regional Pipeline department as well as with other Administrative Assistants across Canada Gas Operations.\* This position may have to travel to other company locations for meetings or training which would involve some overnight stays away from home.What you'll do

- Professionally manage and maintain highly confidential information with the utmost discretion
- Preparation, coordination, reporting and analysis of team budgets and forecasts using programs including Excel and SAP
- May provide help to others with company programs and processes, i.e. SAP, SharePoint, WebEx, ServiceNow, LMS, MS Office suite
- Plan and coordinate scheduling and logistics of on-site and off-site meetings, leaders' schedules/calendars, conference calls and management of travel arrangements
- Assist with onboarding of core employees, contractors, interns/summer students, change of status completions, maintain time entry
- Prepare and submit expense reports for the team
- Create requisitions, process vendor invoices; create/maintain work orders and schedules
- Create/maintain/report LMS (Learning Management System) team profiles
- Manage onboarding of new hires and initiate hiring for contingent workforce contractors
- Preparation of other reports and presentations required by management
- Document minutes during weekly and monthly leadership meetings, clarify and distribute action items and assist leaders in ensuring all follow-up are completed per the agreed timeline
- Assist with reception tasks including greeting and assisting external clients with inquiries
- Accountable for shipping and receiving documents on behalf of the department
- Other tasks as required

### Minimum Qualifications

- Requires high school diploma (or equivalent) or post-secondary certification or degree in Administration from a

recognized institution

- Requires a minimum of four (4) years of progressive administrative experience
- Proficiency with Microsoft Office suite (particularly Outlook, Word, PowerPoint and Excel) and other computer applications such as SAP, SharePoint and Skype
- Solid interpersonal and communication skills (written and verbal), must be able to effectively and efficiently work and collaborate at all levels of the organization
- Ability to display consistent professionalism, tact and work with a high degree of discretion
- Flexible and able to multitask and adjust to changing deadlines and competing priorities

#### Preferred Qualifications

- Excellent judgment and decision-making skills
- Strong oral and written communication capabilities
- Good team interaction and integration competencies
- Strong analytical (budgeting/financial) and organizational skills
- Ability to exercise initiative and prioritize work to maximize efficiency
- Energetic personality with the ability to manage tight deadlines and schedules
- Experience with SAP budgeting functionality is highly desired
- Quick learner who is enthusiastic about solving problems and working tasks to completion
- Demonstrate ability and willingness to work positively with others in a team environment

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. #LI-TM1 Apply now! Apply to this posting by 10/20/2019 using reference code 60633. You must apply through our jobs system at [jobs.tcenergy.com](https://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](https://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@tcenergy.com](mailto:careers@tcenergy.com).

For more information, visit TC Energy for Administrative Assistant