



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## Administrative Assistant

<b>Job ID</b>	<b>60860-en_US-5688</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=60860-en_US-5688">https://careers.indigenous.link/viewjob?jobname=60860-en_US-5688</a>	
<b>Company</b>	TC Energy	
<b>Location</b>	Calgary, AB	
<b>Date Posted</b>	From: 2019-10-11	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

Administrative AssistantReference Code: 60860

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

Eligibility: This position is not eligible for our relocation programApplication Deadline: 10/18/2019 The opportunityOur Quality, Compliance & Technical Learning team is seeking a driven Administrative Assistant who is passionate, a self-starter and has knowledge and experience in managing budgets, rolling action item lists (RAIL), and reporting on a regular basis.This role will report to the Director of Quality, Compliance & Technical Learning within the technical center and will support a team of approximately 105 core and contract positions. As a support role working within the technical center, the focus is to enable the team to attain the goals and targets set out annually.What you'll do

- Manage complex administrative tasks such as documents, weekly reports, data/information analyses and PowerPoint presentations for internal and external audiences
- Manage all administrative tasks including taking meeting minutes, document formatting and editing, creating and managing SharePoint sites, expense reports, filing systems and timesheets for Director and the department as required
- Professionally managing highly confidential and sensitive information such as salaries, budgets and other Company data/information
- Manage the Director's calendars which includes coordinating meeting logistics, booking rooms, AV support, catering, etc.
- Preparation and analysis of department budgets as well as managing invoicing
- Provide direct administrative support to the Director, as well as the management team in addition to general support for the department when required
- Assisting with vehicle fleet coordination for the department which includes tracking and logistics
- Keep abreast of the organizational and department changes and provide updates as required
- Onboarding logistics of core employees, contractors and summer students
- Other tasks and projects as required

### Minimum Qualifications

- Completed high school diploma (or equivalent) from a recognized institution is a requirement
- Diploma or Certificate in Administration from a recognized institution is an asset
- A minimum of six (6+) or more years of progressive administrative experience is required
- Strong knowledge of Microsoft Office computer skills (Excel, Word, PowerPoint and Outlook)
- Well-developed organizational and multi-tasking skills and the ability to be flexible and work well under pressure in a fast-paced environment with changing priorities and circumstances
- Exercise judgment and capacity to work collaboratively with others in a team setting
- Demonstrate strong verbal and written communication skills and the capability to manage information and data
- Energetic individual who is a self-starter, has a willingness to help the team and an ability to learn and adapt quickly
- Strong interpersonal skills, professional demeanor and demonstrated ability to work cross-functionally with stakeholders at multiple levels
- Ability to work with a high discretion of confidentiality

### Preferred Qualifications

- Knowledge of SAP is considered an asset

- Knowledge working with SuccessFactors or an applicant tracking system as well as experience onboarding new hires and contractors is considered an asset
- Previous experience working in the energy industry
- Proven organizational, planning and prioritization skills
- Ability to work in a fast-paced environment, manage tight deadlines and work independently with minimal supervision

About our business TC Energy is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states. Apply now! Apply to this posting by 10/18/2019 using reference code 60860. 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