



# 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

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## Administrative Assistant - Central Region

<b>Job ID</b>	<b>61550-en_US-1463</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=61550-en_US-1463">https://careers.indigenous.link/viewjob?jobname=61550-en_US-1463</a>	
<b>Company</b>	TC Energy	
<b>Location</b>	Winnipeg, MB	
<b>Date Posted</b>	From: 2020-01-24	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

Administrative Assistant - Central RegionReference Code: 61550 Location: Canada (CA) - Winnipeg, MB

Job Category: Administration

Employment Type: Employee Full-time

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

Application Deadline: 02/05/2020 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 opportunityThe Central Region Asset Reliability team is evolving to meet the needs of our growing business and we are expanding our presence in Winnipeg, MB to support our Canada Gas Operations. We are seeking a self-motivated Administrative Assistant who will be reporting directly to the Regional Asset Reliability (RAR) 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 Winnipeg Regional office and Central Region field sites, as well as other Administrative Assistants within the Canada Gas Operations department. \*We anticipate filling this position locally, therefore this position is not eligible for domestic or cross-border relocation assistance. What you'll do

- Provide direct administrative support to the Manager, Central Region RAR team as well as the Regional Director in addition to general support for the department when required
- Responsible for all administrative tasks including taking meeting minutes, document/presentation formatting and editing, creating and managing SharePoint sites, filing systems and timesheets for the Manager and the department as required
- Assist in the preparation, coordination, reporting and analysis of team budgets and forecasts using programs including Excel and SAP
- Provide assistance to team members on company programs and processes, i.e. SAP, WebEx, Sailpoint, ServiceNow, LMS, MS Office
- Planning and coordination of on-site and off-site meetings, schedules/calendars, conference calls and management of travel arrangements
- HR Designate &ndash; onboarding of core employees, contractors, interns/summer students, change of status completions, maintain time entry
- Manage and maintain confidential information
- Prepare and submit expense reports for the RAR Manager and Regional Director as well as assisting the department when required
- Provide backup and vacation coverage for other Associates in Canada Gas Operations
- Provide support to the Central Region Regional Director as required
- Assist with records management and filing for the department

- Greet external vendors and clients and act as an ambassador and face for the TC Energy team
- Other tasks as required

#### Minimum Qualifications

- Requires high school diploma (or equivalent) or post-secondary certification or degree in Administration from a recognized institution
- Diploma or Certificate in Administration from a recognized institution is an asset
- A minimum of four (4+) or more years of progressive administrative experience
- Proficiency with Microsoft Office suite (particularly Outlook, Word, PowerPoint and Excel) and other computer applications such as SAP, SharePoint, MS Teams and Skype
- High level of self-motivation to work independently, excellent time management and organization skills
- Ability to display consistent professionalism and work with a high discretion of confidentiality

#### Preferred Qualifications

- Knowledge of SAP and FileNet (electronic filing systems) is considered an asset
- Previous budgeting experience or understanding would be considered an asset
- Excellent communication skills, both written and verbal with the capability to manage information and correspondence on multiple levels
- Energetic individual who is a self-starter, has a willingness to help the team and an ability to learn and adapt quickly
- Demonstrate ability and willingness to work positively with others in a team environment, strong team interaction and integration competencies
- Ability to exercise initiative and prioritize work effectively

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 02/05/2020 using reference code 61550. You must apply through our jobs system at [jobs.tcenergy.com](https://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](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 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 - Central Region