



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## Technology Support Analyst, Legal Operations

**Job ID** 63624-en\_US-8813

**Web Address**

[https://careers.indigenous.link/viewjob?jobname=63624-en\\_US-8813](https://careers.indigenous.link/viewjob?jobname=63624-en_US-8813)

**Company** TC Energy

**Location** Calgary, AB

**Date Posted** From: 2020-01-20 To: 2050-01-01

**Job** Type: Full-time Category: Resource Sector

### Description

Technology Support Analyst, Legal OperationsReference Code: 63624 Location: Canada (CA) - Calgary, AB

Job Category: Business Development; Legal

Employment Type: Employee Full-time

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

Application Deadline: 02/03/2020 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 Legal Operations team supports the Legal Department of the Company with a wide strategic and tactical mandate. The team is responsible for the delivery and support of technology used by the Legal Department, together with teams from IS. Reporting to the Manager, Legal Operations, and working closely with the Team Lead the Technology Support Analyst will work with all of the systems of the Legal Department (including Ascent, iManage and LawBase) to provide support for a variety of technical and user support tasks and initiatives. The Technology Support Analyst possesses a flexible and broad technical background, including user support and the ability to work interchangeably with IS, system administrators, technology vendors, application developers and non tech savvy users alike. What you'll do

- Business System Administrator on Legal Operations systems
- Act as interface with Information Systems staff
- Train, support and implement of systems to the Legal Department
- Implementation of project management concepts and principles
- Select and interpret information and data to develop solutions to complex problems
- Upgrades & data management

- Data migration for Legal Ops team
- Identify opportunities to automate activities, improve processes and reduce overall administrative time for the Legal Ops team and across the Legal Department.

#### Minimum Qualifications

- Bachelor degree in Business, Commerce, Computer Science, or a related discipline
- Minimum of 4 years of relevant experience
- Experience in system administration (e.g. onboarding new user accounts, group security administration)
- Strong ability to research, report, analyze and synthesize multi-source data
- Strong facilitation and presentation skills.

#### Preferred Qualifications

- Experience and demonstrated keen interest for the energy industry
- Experience with matter Management software would be desirable
- Experience with iManage and providing support to users
- Knowledge of TC Energy's business strategies, practices, processes, and systems is an asset
- Ability to organize and understand complex data sets, design meaningful metrics and measures, and synthesize complex information into user-friendly graphics
- Quick learner in detailed use and knowledge of multiple software technologies to support users and trouble-shoot issues
- Ability to apply critical thinking to work through problems, addressing the use of various applications across multiple Business Units and users, with varying demands and requirements
- Detail focused, process driven and accurate in data entry.

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 02/03/2020 using reference code 63624. 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 Technology Support Analyst, Legal Operations

