



# 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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## Coordinator, Industrial Development - 6 Month Fixed Term

|                    |   |                |
|--------------------|---|----------------|
| <b>Job ID</b>      | <b>81825-en_US-3538</b>   |                |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=81825-en_US-3538">https://careers.indigenous.link/viewjob?jobname=81825-en_US-3538</a> |                |
| <b>Company</b>     | Canadian Pacific  |                |
| <b>Location</b>    | Calgary, AB   |                |
| <b>Date Posted</b> | From: 2020-12-01  | To: 2050-01-01 |

### Description

- Req ID: 81825
- Department: Market Strategy & Asset Management
- Job Type: Fixed Term
- Position Type: Non-Union
- Location: Calgary, Alberta
- Country: Canada
- % of Travel: 0-10%
- # of Positions: 1
- Job Grade: 5
- Job Available to: Internal & External
- Deadline to apply: 12/04/2020

Canadian Pacific is a transcontinental railway in Canada and the United States with direct links to major ports on the west and east coasts. CP provides North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit [cpr.ca](http://cpr.ca) to see the rail advantages of CP. For more on our purpose, culture, and strategy, visit [cpr.ca/en/about-cp](http://cpr.ca/en/about-cp). **PURPOSE OF POSITION:**The Industrial Development Coordinator performs a variety of functions in the field of agreement administration. This individual provides information to internal and external stakeholders specific to track agreements managed by Industrial Development, including providing and interpreting existing agreements for party responsibilities, drafting and negotiating new agreements, managing the administration of agreements, and all related document control. **POSITION ACCOUNTABILITIES:**

- Maintenance and sustainment of customer agreements;
- Draft, negotiate and finalize agreements with external customers in Canada and the US
- Coordinate the ongoing policy and procedure improvements around agreement administration;
- Collaborate with Billing team to crosscheck invoicing with supporting agreements;
- Management and oversight of agreement inventory;
- Ability to develop tools & techniques to monitor the progress of agreements execution;

#### POSITION REQUIREMENTS:

- Undergraduate degree in Commerce, Economics or Business Administration;
- Experience with administering and interpreting legal agreements;
- Negotiation skills;
- Strong organizational skills;
- Ability to handle many priorities and potentially conflicting timelines;
- Experience with Microsoft Excel and Word. Experience working with SAP considered an asset.

#### WHAT CP HAS TO OFFER:

- Flexible and competitive benefits package
- Competitive company pension plan
- Employee Share Purchase Plan
- Performance Incentive Program

- Annual Fitness Subsidy

ADDITIONAL INFORMATION:As an employer with national presence, the possibility does exist that the location of your position may be changed based on organizational requirements. Background Investigation:The successful candidate will need to successfully complete the following clearances:

- Criminal history check
- Reference check
- Education verification

Management Conductor Program:Becoming a qualified conductor or locomotive engineer is the single best way for a management employee to learn the business at CP. You may be required to obtain a certification or to maintain your current certification/qualification as a conductor or locomotive engineer. CP is an equal opportunity employer committed to the principles of employment equity and inclusion. We welcome applications from all qualified individuals. All applicant information will be managed in accordance with the federal Personal Information Protection and Electronic Documents Act ("PIPEDA").

For more information, visit Canadian Pacific for Coordinator, Industrial Development - 6 Month Fixed Term