



# 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

Date Printed: 2024/05/02

## Document Change Coordinator

**Job ID** 89247-en\_US-5445

**Web Address**

[https://careers.indigenous.link/viewjob?jobname=89247-en\\_US-5445](https://careers.indigenous.link/viewjob?jobname=89247-en_US-5445)

**Company** TC Energy

**Location** Calgary, AB

**Date Posted** From: 2021-07-28 To: 2050-01-01

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

### Description

Document Change Coordinator Reference Code: 89247 Location: Canada (CA) - Calgary, AB

Job Category: Information Technology/Systems

Employment Type: Employee Full-time

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

Application Deadline: 08/08/2021 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 opportunity

Our Information Management team is evolving to meet the needs of our growing business. This team is critical in supporting the business through developing processes and governance related to Information Management. The Document Change Coordinator position requires detailed

understanding of the complexities of Information Management and business processes as they relate to the controlled documents. A high level of collaboration and the ability to gain alignment to deliver on the needs of the business will be important success factors in this role. What you'll do

- Coordinates and supports Document Contacts, Document Owner Managers, Stakeholders and Business Approvers involved in the document change process for controlled documents
- Coordinate the review and publishing of Safety Controlled Documents affecting multiple business units and jurisdictions
- Supports and communicates with stakeholders in the CDL system
- Initiates metadata changes to document ownership (DC, DOM name, DO and owner BU) in the Controlled Document Library due to organizational changes
- Assures formatting of published documents
- Ensures that published documents were reviewed and revised in compliance with TOMS
- Ensures the correct usage of document templates and formatting

- Checks for completeness of change evaluation, and accuracy of document metadata
- Ensures that all implementation tasks for published documents are completed
- Participates in the DCC Community of Practice meetings

#### Minimum Qualifications

- Completion of a post-secondary degree (business preferred)
- 4+ years of demonstrated related experience
- Introductory knowledge of industry terminology and documents
- Experience with relevant technologies such as Power Automate, Power Apps and InfoPath
- Advanced Microsoft Word skills to produce large and complex documents
- Advanced verbal and written communications skills including effective use of tools such as SharePoint, Power BI or MS Teams

#### Preferred Qualifications

- Highly developed abilities to engage, communicate and influence stakeholders at all levels of the organization
- Experience within oil and gas / pipeline industry
- Experience within information management

#### 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 08/08/2021 using reference code 89247. 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 Document Change Coordinator