



# 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.Link's 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Administrative Coordinator (Construction and Commissioning Excellence / Project Services)

<b>Job ID</b>	97765-en_US-6163	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=97765-en_US-6163">https://careers.indigenous.link/viewjob?jobname=97765-en_US-6163</a>	
<b>Company</b>	TC Energy	
<b>Location</b>	Calgary, AB	
<b>Date Posted</b>	From: 2022-01-10	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Resource Sector

### Description

Administrative Coordinator (Construction and Commissioning Excellence / Project Services) Reference Code: 97765

Location: Canada (CA) - Calgary, AB

Job Category: Administration

Employment Type: Employee Full-time

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

Application Deadline: 01/16/2022 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. To remain competitive, support our high-performance culture and allow for more flexibility in the way we work, we offer a hybrid work model and flexible dress code for our eligible office-based workforce in Canada, the U.S. and Mexico. The opportunity

Our diverse teams rely on high performing administrative professionals to support the success of our day to day operations. We're looking for an Administrative Coordinator to bring their energy to support our Construction/Commissioning Excellence/Corporate Quality and Project Services Team located in Calgary, Alberta. In this role you will support a wide range of day to day activities, coordinating with others to address departmental or interdepartmental tasks, and becoming a go-to for department information and support. This role will report directly to the Director of Construction and Commissioning Excellence and Corporate Quality and will provide support primarily to the Directors and management teams. If you are a relationship builder, with a keen eye for detail and a passion for coordination - we're looking for you! What you'll do

- Identify and anticipate communication needs within the team and ensure distribution of relevant information
- Meeting support and coordination for Directors and Managers, including scheduling, logistics, documenting and assisting with prioritization of action items
- Plan and coordinate departmental events, off-sites and team builds
- Own the on-boarding process for new hires (direct and contract) on behalf of the Directors and Managers, including interview arrangements, system access requests, and first day orientation
- Professionally manage and maintain confidential and sensitive information
- System administrator for employee and contractor changes, and new hires
- Provide support and execute on various systems and processes including travel/expense claims, timesheets, organizational changes, training, compliance, offsite events, document control and general office planning
- Complete Expense Reports on behalf of Directors and Managers, and maintain supporting documentation
- Provide application support to team members on: Microsoft Office, SharePoint, SAP, Access Management, LMS, SailPoint, Travel Management, WebEx, and Software Center
- Supporting the department budget and inter departmental agreements in coordination with other teams in Project Delivery Excellence

- Create requisitions and process vendor invoices in SAP
- Prepare data/information analysis, scorecards, correspondence and presentations - and formatting/editing of same
- Maintain office space - seating plans, and requesting services/supplies as necessary

#### Minimum Qualifications

- Requires high school diploma or equivalent
- 6 years of related administrative work experience with increasing levels of responsibility
- Previous experience in the energy industry, preferably within a commercial energy department
- Advanced computer skills including: MS Outlook, Word, Excel, PowerPoint, SAP, SharePoint, MS Teams and Visio
- Proven experience exercising judgement, discretion and the ability to maintain confidentiality in all interactions with others and given the access to sensitive information

#### Preferred Qualifications

- Diploma or Certificate in Administration from a recognized institution
- Demonstrated ability to build rapport with network of colleagues across the organization
- Excellent communication skills, both written and verbal, with the capability to manage information, data and correspondence on multiple levels
- Strong attention to detail and accuracy, resourceful, able to solve problems and find solutions to meet department needs
- Proven organizational, planning and prioritization skills
- Able to work effectively with all levels of management across the organization

#### 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 01/16/2022 using reference code 97765. 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 Coordinator (Construction and Commissioning Excellence / Project Services)