



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/09

Coordinator, Communications

Job ID oC8lsfwh-14397-2485

Web Address

<https://careers.indigenous.link/viewjob?jobname=oC8lsfwh-14397-2485>

Company EPCOR

Location Edmonton, Alberta

Date Posted From: 2024-03-22 To: 2050-01-01

Job Type: Full-time Category: Utilities

Description

Highlights of the job We are hiring one (1) full time, permanent Coordinator, Communications position working out of Edmonton, AB. This position is full-time in the office and not eligible for the Hybrid Work Program. The EPCOR Water Services Communications and Public Engagement team has an exciting opportunity for a talented professional! As the Coordinator, Communications, you will support administrative work associated with the EPCOR Water Services Communication (70%) team and the Public and Community Engagement team (30%). This role will also be designated tasks specific to communication and engagement activities which include speaking directly with customers or attending events on behalf of the organization. The role requires knowledge of the operations of Water Services business unit, specifically the operations related to the Water, Sanitary, Storm and Combined Sewer networks. What you'd be responsible for: Working in collaboration with the Managers, one-on-one with operational teams, supporting social media, administering the stakeholder database, supporting the administration of SharePoint, writing effective and understandable responses for internal and external audiences and coordinating the administrative tasks of the teams, but not limited to: Support the day-to-day administrative tasks of the communication teams. Support key employee initiatives / events and other communications projects as assigned by the Manager, Employee Communications. Ensure records are populated and entered correctly into the appropriate databases. Maintain program reports and processes and recommend changes or updates to program forms, databases or processes. Process and validate applications and payments for program. Coordinate the timely processing and payments of invoices and ensure they are correctly coded to applicable budgets. Coordinate logistics related to material distribution and manage timelines for delivery and execution. Coordinate logistics and provide support at public events. Support other communications projects as assigned by the Manager, Employee communications. Demonstrate a high performance, high discipline, safe, accountable, focused, innovative and achievement-oriented, easy to do business with manner of working. What's required to be successful: High school diploma required (GED or equivalent level of secondary education) Completion of certification

program in Communications or related area would be considered an asset. Minimum of 3 years' experience with a working knowledge of the water and drainage operational systems and functions. Excellent customer service skills with the ability to clearly communicate information over the phone or via email. A minimum of 3 years related experience required, including experience in the following areas: General administrative support, including coordination of projects; Calendar management; Document and records management; Customer service; Issues resolution.

Highly organized with the ability to manage multiple inquiries on a daily basis. Ability to prioritize calls and inquiries. Exceptional computing skills required including the following applications: Outlook, Oracle, Advanced Word, Advanced Excel, Advanced PowerPoint, SharePoint and intranet administration, ERP.

Fast, accurate keyboarding skills required. Ability to learn new computer/online programs quickly (Oracle, ESS). Understanding standard business equipment including copier, fax machine, scanners, printers and telephones.

As the successful candidate, you are a self-starter who works collaboratively with others and are a respected member of the team. You are comfortable working with some ambiguity and seeking out direction and have the ability to work harmoniously with others while fostering positive working relationships. As our best candidate you approach projects with a positive attitude, critical thinking and creativity, consistently delivering projects on-time and in adherence to professional

standards. Other important facts about this

job: Jurisdiction: CSU 52, Class:

A3 Wage: \$ 33.21 Final wage placement will be determined at the time of selection and is based on a combination of factors as outlined in the Collective Agreement may be found online.

Hours of work: 8 hours per day, 5 days a week, Monday to Friday. This position is full-time in the office. Please note: Due to the nature of the role, overtime may be required on occasion.

Work Location: Rosedale Water Treatment

Plant Application Deadline: March 28,

2024 EPCOR employees: Please ensure that you are using your "@epcor.com" email address. Learn more about Working at EPCOR!

Follow us on LinkedIn, Twitter, Glassdoor or

Facebook! Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age, successfully attained a high school diploma (GED, or equivalent level of secondary education) and legally entitled to work in Canada. (A copy of a valid work permit may be required.) If you are considered for the position, clearance on all applicable background checks

(which may include criminal, identity, educational, and/or credit) and professional reference checks is required. Some EPCOR positions require an enhanced level of background assessment, which is dictated by law. These positions require advanced criminal record checks that must also be conducted from time to time after commencement of employment. A technical/practical assessment may be administered during the selection process and this exercise will be used as a part of the selection criterion. To meet the physical demands required of some positions, candidates must be in good physical condition and willing to work in all weather conditions. Clearance on pre-placement

medical and drug and alcohol testing may be required.

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For more information, visit [EPCOR for Coordinator, Communications](#)