



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

Administrative Assistant

Job ID	ocgKhfwd-12093-9245	
Web Address	https://careers.indigenous.link/viewjob?jobname=ocgKhfwd-12093-9245	
Company	EPCOR	
Location	Edmonton, Alberta	
Date Posted	From: 2022-01-19	To: 2050-01-01
Job	Type: Full-time	Category: Utilities

Description

Highlights of the job

We are hiring two full-time temporary (for up to 11 months) Administrative Assistant positions working out of Edmonton, AB. As the Administrative Assistant, you will provide support to the EPCOR Technologies management team and external client groups as needed to complete general administrative duties. This includes operational areas and detailed knowledge of projects and tracking progress through to final invoicing. In addition, you will be required to assist with identifying and solving process and system issues to ensure customer satisfaction. Day to day tasks consist of supporting manager(s) with meeting minutes using OneNote, printing of drawing packages, updating the SharePoint site, updating and tracking projects in excel. Providing support to Project Managers with P-Card (Visa) Reconciliations of field crews and project management, reviewing job cost codes/ types and validating RC & Activity entries, release of project holdback. This includes changing project invoice parents and cycles of projects in PENTA as well as the gathering of back-up documentation to support invoicing. This role is responsible for accurate entry of project quantities to support earned value management (Crew Productivity & Project % Complete). Earned Value Management is critical for management in understanding project invoicing and financial forecasting. What you'd be responsible for

P-Card reconciliation for field crews and project management teams. Updating SharePoint, creating content and formatting site. Project quantity input for progress tracking. Accurate and timely input is necessary for project invoicing and financial forecasting. Support in monthly holdback release, collecting invoicing details and gathering back-up data as needed. Creation of overhead projects and creation of cost code structures. Provide visibility of unbillable time. Providing support for activities that includes job package management, such as, printing, assembling and tracking. Prepare, schedule, and arrange for document management, including pick up, store and/or locate document for secure management of important files. Point of contact for printers & photocopiers including liaise for service, repairs & maintenance. Provide coverage for other administrators during absences. Rotating reception desk responsibilities at Technologies Service Center. Timely entry of vehicle time for field crews to support financial accrual timelines. Experience taking and preparing meeting minutes using OneNote. Demonstrating a high performance, high discipline, safe, accountable, focused, innovative and achievement-oriented, easy to do business with manner of working. Other administrative duties as assigned.

What's required to be successful

Qualifications, experience and behaviors you have are: Grade 12 diploma (with an emphasis on business studies) or G.E.D., or equivalent Administrative Diploma from a post-secondary institute considered a valuable asset

A minimum of 4 years senior administrative experience required, including experience in the following areas: General administrative support and coordination for managers Document and records management Experience with financial and/or accounting principals Managing, creating tables and databases in Excel

Exceptional computing skills required including the following applications: Outlook, Advanced Word, Advanced Excel SharePoint and intranet administration Oracle OneNote

Fast, accurate keyboarding skills required Knowledgeable with standard business equipment including copiers, fax machine, scanners, printers and telephones. Organization Able to manage multiple conflicting priorities and meet deadlines Anticipates obstacles and develops action plans Able to develop systems to organize workflow, assure quality and provide timely administrative services

Communication Excellent written communication skills - produces material that is accurate and understandable. Able to proof documents and correct grammar, spelling and punctuation Effective, personable communicator Asks for clarification when needed. Respects confidentiality

Attention to Detail: Carefully monitors the details and quality of one's own work. Ensures that small details are not overlooked

Other important facts about this job

Jurisdiction: CSU52; Class: A2 Hours of work: 80 hours biweekly Starting Wage: \$28.44 Final wage placement will be determined at the time of selection and is based on a combination of factors as outlined in the CA that may be found online. This is a unionized position under Civic Service Union Local #52 (CSU52). As part of the union you are required to pay Union Dues and these are deducted from your pay each pay period.

Application deadline: January 25, 2022 Internal Applicants please ensure that you are using your "@epcor.com" email address. Follow us on LinkedIn, Twitter, Glassdoor or Facebook! #LI-TA1 Learn more about Working at EPCOR! Please note the following information: A requirement of working for EPCOR is that you are at least 18 years of age 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.

For more information, visit [EPCOR for Administrative Assistant](#)