

Project Human Resources Administrator, Expansion Project (Term Role)

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Date: Dec 15, 2022

Location: Calgary, Alberta, Canada

Company: Trans Mountain

The Trans Mountain Expansion Project will provide increased capacity to support Canadian crude oil production growth and ensure access to global energy markets. The largest project in the pipeline's history, it involves installing approximately 980 kilometres of new pipeline, as well as new and modified facilities.

Reporting to the Team Lead, HRBP (TMEP), the Project HR Administrator will be responsible for supporting the Project HR Talent Management team, and larger HR team, in all areas of administration. This includes tracking of various programs, research and preparation of presentation material. Other responsibilities will include scheduling meeting and associated logistics, processing expense claims and invoices, support for the facilitation of HR programs. The Project HR Administrator will be a liaison with external vendors on various HR programs and initiatives. This individual will also support other work such as On-boarding and Orientation projects for post project Business Readiness. This opportunity offers the incumbent a wide variety of tasks and collaborating with an experienced team. The duration of this contract is expected to be throughout 2023.

Key Responsibilities:

- Support the Human Resources Business Partners with administrative tasks relating to the Project Workforce.
- Maintain records and files relating to the Project to ensure all information is captured and accurate.
- Research on matters pertaining to HR programs and roll out.
- Prepare new hire and contractor change forms for the Project workforce.
- Assist with field resource agency workflow, processes and transactional matters.
- Maintain filing system for contractor files, correspondence, policies, and standards in an organized manner.
- Maintain and enhance HR e-files for ease of reference by the HR team.
- Assist with editing and enhancing presentation materials.
- Conduct research on various topics related to HR programs.
- Support compilation of data on wider HR initiatives.
- Research and posting to various job posting boards.
- Prepare and work with IT, Facilities, HRIS and service providers on offboarding of workers.
- Analyze data, from multiple sources, to assist with identifying trends or key issues.
- Build reports to enable leaders to make informed decisions.
- Respond to requests for information or assistance.
- Coordinate on-boarding activities for new team members.
- Interact effectively with administrators for each functional area.
- Serve as back up to other team HR members as needed.
- Other duties and responsibilities as required with evolving requirements of the business.

Qualifications and Professional Experience:

- Post-secondary education in office administration, business or a similar field is preferred.
- A minimum of 5 years of experience in Human Resources administration preferred.

- Exceptional organizational skills with the ability to coordinate and progress voluminous tasks.
- Strong analytical skills and data visualization skills.
- Resourceful and able to learn quickly.
- Agile with changes in workflow and volume of requests.
- High attention to detail, able to meet deadlines and adjust to changing priorities.
- Strong analytical skills for report creation and to collect, gather and analyze the data or information in detail and identify trends or key information that is value or essential to develop recommendations or solutions.
- Strong communication and ability to work collaboratively with others.
- Ability to troubleshoot problems.
- Willing to take on new challenges and responsibilities.
- Commitment to continuous learning and improvement.
- Fluent in Microsoft Applications with an advanced proficiency in Excel and Power Point.
- Knowledge of Applicant Tracking Systems (ATS) and/or HCM Systems. This would include SuccessFactors, Microsoft Dynamics 365 ATS and MS D365 HCM or equivalent experience with other ATS and HCM systems.
- Knowledge of Power BI will be considered an asset.

We Build Careers and Pipelines That Last

Our story is about determination, resourcefulness and resilience. It's about charting our own course, finding innovative solutions to challenging problems and doing the right thing. It was true when Trans Mountain became a company in 1951 and it's just as true today. We welcome new members to our team that embrace the qualities in our story, that thrive on the new path and directions we take. Our culture is one of care and taking our responsibilities seriously. If you would like to contribute to our culture, then join our journey.

A Rewarding Opportunity. We offer:

- A place to share a sense of purpose and build relationships.
- Meaningful work that makes a difference.
- An opportunity within the Canadian energy industry.

In keeping with Trans Mountain's commitment to maximize benefits for communities, priority will be given to qualified candidates from Indigenous, local and regional communities along the Trans Mountain existing, and expansion, pipeline corridor.

In Alberta, the existing pipeline system spans the traditional territories of Treaty 6, 7 and 8, and the Métis Nation of Alberta (Zone 4).

In British Columbia, the system crosses the traditional territories of numerous First Nations that are affiliated with the Secwepemc, Dakelh (Carrier), Nlaka'pamux, Syilx/Okanagan, Interior and Coast Salish, Stó:lo, as well as the Métis.

Trans Mountain also operates through 15 First Nation Reserves located within the region spanning the BC interior through Fraser Valley.

Our Commitment to Diversity and Inclusion

Trans Mountain is committed to supporting diversity and individual differences. The diverse viewpoints and cultural knowledge that our employees bring to work enrich our organization's collective cultural understanding, which is reflected in the work we do every day. Trans Mountain welcomes new team members from traditionally underrepresented groups, including women, Indigenous Peoples, members of visible minorities and persons with disabilities.