

Training and Document Coordinator (term role)

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Date: Jan 13, 2023

Location: Edmonton, Alberta, Canada

Company: Trans Mountain

Trans Mountain operates Canada's only pipeline system transporting oil products to the West Coast. We deliver approximately 300,000 barrels of petroleum products each day through 1,150 kilometres of pipeline in Alberta and British Columbia, and 111 kilometres of pipeline in Washington state.

Our Core Values

Trans Mountain's core values – Safety, Integrity, Respect and Excellence – guide our every step. Each obstacle we've overcome or success we've experienced has been the result of a shared commitment to living these values every day. Together, we're focused on doing the right thing for each other and our communities.

As a Training and Document Coordinator with Trans Mountain, you'll have the opportunity to work with a progressive and fast-paced group of professionals in our Control Center. This position is based in our Edmonton office and is a contract position.

The successful candidate will be responsible for coordinating training records and providing administrative support to ensure effective and efficient operation of the office and support the work of management and other staff.

Key Responsibilities:

- Coordinates training records and ensures training is completed for all control center staff
- Responsible for records management for control center to ensure compliance with regulators. Ensures documents are completed and stored properly.
- Primary contact for with internal (head office departments, other districts) and external (public, contractors, consultants) training groups.
- Coordinates annual document review including all control center procedures and management plans
- Participate in safety meetings and emergency response exercises.
- Maintain files and process documentation specific to the business area.
- Coordinates meeting and travel arrangements
- Provides general administrative assistance including organizing mail, answering telephones, photocopying, paper/electronic filing and document preparation and control including updating manuals.
- May provide data entry, scanning and administrative assistance in various corporate systems, maintenance management systems, and internal reporting systems which include unauthorized activity reports and operational incident reports.

Qualifications and Professional Experience:

- Minimum of 3 years' experience in an administrative support role, preferably in an oil and gas or industrial environment.
- Post-secondary education/training in business, accounting, office systems an asset
- Excellent verbal and written English communication skills
- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook.
- Must be a team player with a positive attitude.

- Self-motivated, capable of performing tasks with minimal supervision.
- Able to prioritize and handle multiple tasks simultaneously.
- Attention to detail is critical.
- Ability to work well under pressure and handle strict deadlines.
- Strong organizational skills. Work under pressure.
- Ability to work in a fast paced and dynamic environment.
- Must be a problem solver with the ability to find resolutions.

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:

- Valuable experience providing opportunity for professional development and career advancement;
- An opportunity to engage with and learn from some of the most talented and experienced people in the business;
- Competitive compensation;
- A place to share a sense of purpose and build relationships;
- Meaningful work that makes a difference;
- An opportunity within the Canadian energy industry.

We value:

- The health, safety and wellness of everyone working in our company;
- Meaningful participation from Indigenous and local communities;
- The commitment and resilience of our people;
- Collaboration and achieving success together.

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, Dakeh (Carrier), Nlaka'pamux, Syilx/Okanagan, Interior and Coast Salish, Stó:lō, 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.