



KEYERA

KEYERA CAREER OPPORTUNITY

Executive Assistant

Calgary, Alberta

COMPETITION NO:	3527
POSTING EXPIRES ON:	May 28, 2019
REPORTING TO:	President & CEO
ROLE DURATION:	Permanent, Full-time

THE POSITION

Keyera is currently seeking an Executive Assistant to support the President and CEO in Calgary. The successful candidate is an independent self-starter with a keen eye for detail and a passion for exceptional customer service.

RESPONSIBILITIES

- Provides executive administrative support to the President and CEO by managing schedules, preparing presentations, handling communications, preparing expense reports and coordinating travel arrangements.
- Act as the primary point of contact for internal and external stakeholders with a high degree of confidentiality.
- Serves as a liaison for the Board of Directors and other Executives when required.
- Planning and coordinating Board of Directors and leadership off site meetings.
- Scheduling and planning weekly executive meetings including managing content, presentations and conference calls.
- Assist with other administrative tasks as needed, including event planning, organizing meetings, arranging office moves, coordinating IT support etc.
- Occasional travel to Keyera's facilities is required.

ABOUT KEYERA

Keyera operates an integrated Canadian-based midstream business with extensive interconnected assets and depth of expertise in delivering midstream energy solutions.

We provide essential services to oil and gas producers in the Western Canada Sedimentary Basin including:

- Raw natural gas gathering and processing
- Natural gas liquids (NGL) fractionation, storage, transportation, logistics and marketing services
- Diluent logistics for oil sands customers
- Iso-octane production, logistics and marketing

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QUALIFICATIONS

The successful candidate will be well-organized, energetic, and service oriented with the following qualifications:

- 10+ years office experience with focus on executive support.
- Proficient with Microsoft applications (Excel, Word, PowerPoint) with adaptability to learn new applications.
- Strong organizational, analytical and problem solving skills.
- Proactive approach, anticipating events and matters requiring attention and then following through to ensure timely resolution.
- Well organized with attention to detail, high degree of accuracy and the ability to maintain highly confidential and sensitive information in a professional manner.
- Diplomacy and discretion.
- Valid driver's license.

APPLY NOW

If you are interested in an opportunity to join a winning culture that fosters innovative thinking, open communication, integrity, and mutual respect then please submit your resume to : careers@keyera.com by **May 17, 2019**.

Please quote competition number and job title in the subject line when applying.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

REWARDS AND BENEFITS

Keyera is committed to being an employer of choice and strives to offer a well rounded total compensation package combined with a comprehensive benefits program designed to ensure the health and well-being of our employees and their families.

Our comprehensive total compensation package includes:

- a variable pay program tied to corporate and individual performance;
- a flex credit pool that can be allocated to suit your individual and family circumstances;
- A personal fitness account;
- Eight flex days and two paid community services days;
- And an employee assistance program for confidential and professional assistance to help you and your family.

PROUDLY NAMED



LEARN ABOUT OUR BUSINESS



SAFETY



CULTURE



DEVELOPMENT



MIDSTREAM 101



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