

KEYERA

KEYERA CAREER OPPORTUNITY

Maintenance Admin Assistant (Temp Role)

Alberta EnviroFuels (AEF) - Edmonton

COMPETITION NO:	25306
POSTING EXPIRES ON:	February 1, 2019
REPORTING TO:	Manager, Maintenance & Reliability
ROLE DURATION:	Temporary – 18 to 24 months

THE POSITION

As a valuable member of the Alberta EnviroFuels Maintenance Team and reporting to the Manager, Maintenance & Reliability, you will be responsible for supporting the Maintenance Department in their day to day functions.

RESPONSIBILITIES

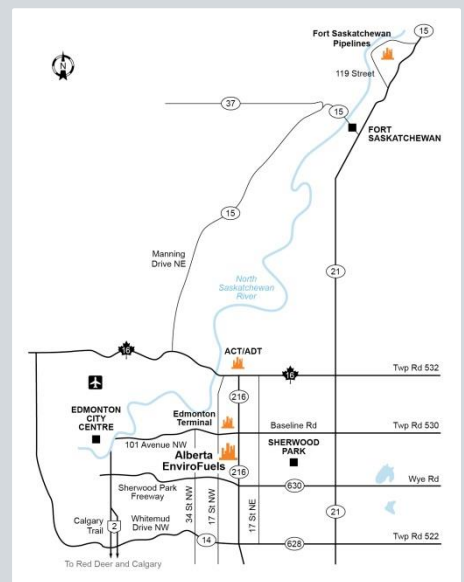
- Monitor and ensure team is using environmentally friendly options for office supplies.
- Ensure we have healthy options for beverages and food services.
- Monitor contractors to ensure they are following our safety programs as well as their own.
- Perform ergonomic analysis assessment when ordering new office furniture.
- Maintain and update intranet for Maintenance Department.
- Provide facility catering and materials arrangements.
- Maintain the maintenance performance measures – ensuring up to date for monthly meetings.
- Manage data and files for the department.
- Provide daily verification of labour costs and hours for all maintenance contractors.
- Manage invoice approval / confirmation in OnBase.
- Develop and manage the Building Maintenance budget.
- Provide contract administrative assistance as required.

ABOUT THE FACILITY

Alberta EnviroFuels (AEF) is the largest iso-octane manufacturing facility in the world. Iso-octane is a high octane gasoline blending component.

The facility produces enough product to fuel approximately 45,000 vehicles per day. Product is sold to refineries for blending into their premium gasolines. Iso-octane is sold to customers in Western Canada and the United States.

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QUALIFICATIONS

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

- A minimum of 3-5 years office experience with strong administrative skills.
- Excellent communication (oral and written), interpersonal and organizational skills are required.
- Demonstrated ability to manage multiple tasks in a timely and organized manner with an attention for detail and a focus on teamwork.
- Proficient in the use of Microsoft Word, Excel, Access and PowerPoint.
- Demonstrated ability to perform successfully in a multi-disciplined team environment.
- Must be a self-starter and able to work independently.

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 **February 1, 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



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SAFETY



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DEVELOPMENT



MIDSTREAM 101

