



Position Name: Executive Assistant, General Counsel and Corporate Secretary

Posting Number: 26571

Location: Calgary, AB

JOB OVERVIEW

Reporting to the Senior Vice President, General Counsel and Corporate Secretary, you will provide senior level executive support and act as the principal liaison between Suncor and its Board of Directors for administrative matters. You will ensure excellence in the creation and delivery of Board packages, and that all necessary facilities are in place and operating seamlessly for Board meetings and communications.

KEY ACCOUNTABILITIES

- Develop relations with individuals at all levels within Suncor and externally, responding to requests and inquiries from individuals at senior levels
- Act as a liaison between the SVP, direct reports and other members of the legal function and executive leadership team
- Plan and coordinate Board and senior executive functions and events and organize logistics for Board meetings
- Coordinate the SVP's schedule and travel arrangements, track costs for the legal function and manage electronic documents for the SVP and the Board
- Exercise ownership over the Board cost centre, accountable to track progress for the annual expense budget as well as process, approve and ensure appropriate handling of Board member expenses
- Prepare and assemble all materials for upcoming Board of Director meetings and deliver materials to Board members through Board portal system (BoardVantage)
- Exercise ownership over the Board schedule, optimizing the schedule for all stakeholders by synthesizing multiple requests and data points
- Maintain Board policies and other key documents, ensuring they are updated frequently and posted to the Board portal

REQUIRED QUALIFICATIONS

Suncor is committed to employment equity and encourages applications from all qualified individuals

Education and Experience:

- Minimum of 2-3 years experience of senior level executive administrative support
- Prior experience in event planning an asset

Skills and Knowledge:

- Highly developed sense of judgment, diplomacy and discretion to deal with sensitive and confidential business and legal matters that have an impact on the whole corporation

- Thorough knowledge of the petroleum industry and Suncor's business structure, including the corporate structure and all incumbents in key positions
- Superior interpersonal and communication skills with the ability to establish excellent working relationships with individuals at all levels of the organization, including the executive leadership team and the Board of Directors
- Highly proficient computer skills in Microsoft Office with the ability to learn the Board portal system (BoardVantage)
- Excellent time management and organizational skills to administer schedules
- Exceptional problem-solving skills and the ability to anticipate needs of executive and Board members without instruction
- Proactive and flexible self-starter with the ability to work with little supervision, taking ownership for their work

WORKING CONDITIONS

- Calgary-based position with occasional travel to locations across North America, for up to a full work week at a time

WHY SUNCOR

Go ahead. Expect success. We want you to have a job you're genuinely excited about - as well as opportunities to learn, grow and challenge yourself. Plus, Suncor Energy offers a [flexible employee package](#) that can be adjusted to suit the changing needs of your life, including:

- competitive base salary and compensation programs
- attractive annual incentive program
- flexible benefits package
- rewarding pension and savings plans

BUSINESS OVERVIEW

Suncor Energy is a [sustainably operated Canadian integrated energy company](#). Our company combines a leading position in oil sands with complementary operations in refining and marketing, North American natural gas production and conventional oil production internationally and offshore East Coast Canada.

Our use of [innovative technology](#) has made us an industry leader in the energy business - and with a [strong strategy for growth](#), Suncor offers a solid foundation for you to continue building your career.

At Suncor, we operate our businesses reliably and efficiently with an emphasis on [employee safety](#) and a number of initiatives aimed at ensuring a safe and healthy environment. Suncor is also committed to [contributing to the well-being of the communities where we operate](#) - including yours.

As an employer, Suncor is one of the best companies in Canada, providing tremendous future potential where talented people thrive. As our business evolves, so do our employment opportunities. Our [work culture](#) includes a dynamic mix of newcomers and experienced professionals, with a diversity of skills and expertise from all parts of Canada.

Go ahead! Apply now!

<http://www.suncor.com/en/careers/4061.aspx?rid=26571>

www.suncor.com/careers