

Joint venture companies



## Job Title: Administration Assistant (On Site)

Location: Kitimat, BC.

### There's never been a better time to be working with LNG Canada.

Why? Because we're building Canada's first large-scale LNG facility underpinned by safety, continuous improvement, quality execution and ethics and compliance. Our industry-leading liquefied natural gas (LNG) export facility will provide the world's cleanest LNG, with the lowest carbon intensity.

This is your opportunity to be part of history, in an environment that will challenge you to apply all of your skills, and where you can learn with a diverse team of highly experienced industry professionals and mentors.

LNG Canada maintains a healthy, respectful, and safe environment for all our employees, contractors, partners, and communities. Protecting our people, community and our operations is our top priority. Our project has committed to meeting some of the strictest regulatory standards in the world.

With gratitude and respect LNG Canada acknowledges our facility is under construction and will be operated on the traditional territory of the Haisla Nation. We also gratefully acknowledge the First Nations in our project area and along our shipping route.

**Our Vision:** To be the leading LNG export company in British Columbia and the world.

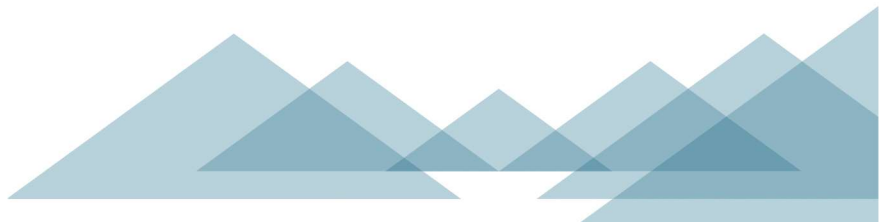
**Our Mission:** To set the benchmark for economically, environmentally and socially responsible LNG development in Canada.

**Our Values:** Respect, collaboration, integrity and safety.

Come join the team making Canadian history!

### About the Role

The Administration Assistant role is responsible for providing administrative support to the LNG Canada Site team, in Kitimat, BC. This is a great role for an



individual that thrives in a busy role with strict deadlines, enjoys being the “go to” person in the department and anticipating the needs of others.

Works closely with the LNG Canada, EPC contractor to grow and nurture a strong HSSE culture supporting HSSE performance and goal zero, to meet LNG Canada’s vision to build the Safest Project on Earth.

Contribute to a strong safety culture by role modeling personal safety responsibility

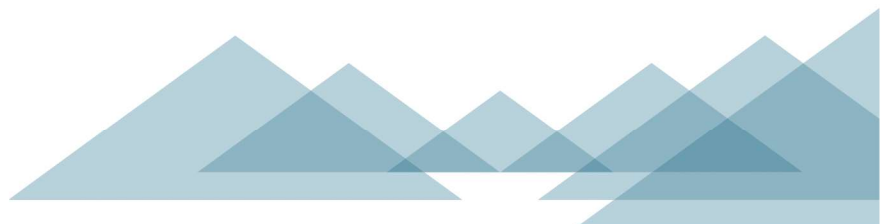
Champions the Safest Project on Earth program with a focus on office safety

Exercises independent judgement, often in the absence of the senior leaders, to do the following:

- Routinely interact with internal and external personnel at all levels to transmit and acquire information, usually of a sensitive or confidential nature.
- Coordinate/arrange meetings involving liaison with other groups and individuals, planning and scheduling.
- Provide support on organizing internal staff events
- Manage calendars and use of time; with respect to accessibility, appointments, etc. and providing information to others.
- Handle confidential information.
- Make travel arrangements including managing complex global travel.
- Process individual expenses
- Hosting and presenting in meetings
- Support Organization Leadership during site visits

**To succeed with us in the Construction Department , we need your enthusiasm to:**

- Excellent communication (verbal and written) and interpersonal skills that **inspire and energize** people and create a clear sense of direction and priorities.
- Ability to **positively influence** people, effectively drive work processes and ensure compliance with policies
- Ability to **drive execution** and stretch the performance of people with a wide range of capabilities
- **Comfortable with change** and ambiguity such that informed decisions are made without undue delay
- **Courage** to hold strong to views when challenging current practices to encourage exploration of new ideas that drive improvement
- Demonstrate a strong personal commitment to Diversity and Inclusion through **collaboration** across functional and cultural boundaries



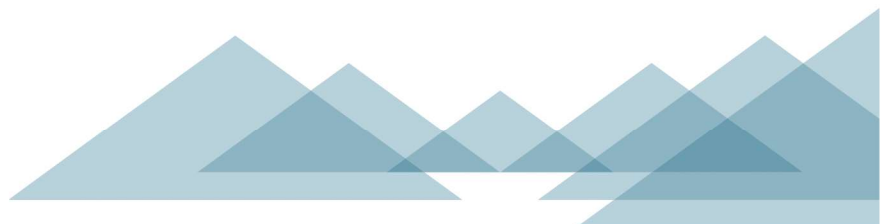
- **Develop your own capabilities and of others** through coaching, mentoring, and growth opportunities that help people build careers

#### **You will use your expertise to:**

- Support Kitimat meetings regarding logistics, calendar coordination.
- Apply advanced functions of a word processing package (Microsoft Word) to produce varied correspondence, letters and documents (i.e., special formatting, importing graphs, charts, etc.).
- Apply advanced functions of a presentation package (PowerPoint) to produce presentation materials and graphics (e.g., templates, importing graphs, charts, clipart, etc.).
- Creates and enters data into databases or spreadsheets (e.g., Excel, SharePoint) using advanced functions.
- Relieves managers of administrative detail.
- Provide leadership for general office space management, liaison with LNG Canada Real estate
- Provide back up for other Administrator(s) on site
- Work with Administrative team on team events, meetings & initiatives.
- Participate and support teams and social events, including volunteer activities when appropriate.
- Participate in Safety culture by regularly being an active participant in toolbox talks on site.

#### **To be successful, you will have:**

- 8 years' experience in administration/coordination roles supporting department preferably in a construction/operations environment or equivalent organization.
- In-depth understanding of internal and external relationships involving members of the site management team and other offices.
- Demonstrated understanding of corporate structure including business unit and company operations, and procedures.
- Demonstrated ability to make good judgement calls.
- Strong organizational skills managing very demanding schedules.
- Strong written and oral communication skills.
- Strong interpersonal skills and ability to influence without authority.
- Advanced knowledge of Microsoft Office suite.
- Advanced knowledge of Calendar and e-mail organization.
- Experience working in a high paced work environment
- Experience working in a joint venture is considered an asset.



- Experience working in a global organization is considered an asset.

### **This role requires that you:**

- **Must be legally entitled to work in Canada (i.e., by way of Canadian citizenship, permanent residency, or valid work permit)**
- Valid and current BC driver's license.
- Know this role is located in Kitimat, BC, on the Project site.
- Hours of Work: 8 hours/day 5 days/week in office on site. Note that this role will require occasional flexibility, (i.e., Working weekends, evenings, early mornings as needed).
- Are willing to comply with LNGC's drug-free and harassment-free work environment and comply with all safety policies and procedures.
- Undergo a pre-placement medical assessment of your fitness for duty, a background check and Pre-Site Access testing for alcohol and specified drugs.
- Know that this role is for approximately two (2) years supporting the On Site team.

### **We offer**

- A Comprehensive LNG Canada relocation package
- A full suite of benefits including a flexible Medical and Health plan
- A Defined Contribution Pension plan with a matching program
- A competitive vacation offering to ensure a work life balance

### **About Us**

LNG Canada is a joint venture comprised of Shell Canada Energy (40%) and affiliates of Petronas (25%) PetroChina (15%), Mitsubishi Corporation (15%) and Korea Gas Corporation (5%). The joint venture is building a liquefied natural gas (LNG) export facility in Kitimat, British Columbia.

LNG Canada is committed to building an inclusive and diverse workplace and culture, a safe and sustainable facility, strong community and stakeholder relationships. We are a globally-competitive, digitally-connected business, from construction to start-up to steady-state. We have partnered with governments, local communities and First Nations to maximize shared value.