

POSITION: INTEGRATION MANAGER



ABOUT TRISUMMIT UTILITIES INC. (TSU)

TSU is a Canadian company with natural gas distribution utilities and long-term contracted renewable power generation assets. TSU is focused on delivering safe, reliable, clean and cost-effective energy solutions to customers while achieving long-term profitable growth. TSU's vision is to be the clean energy supplier of choice in each of the jurisdictions in which it operates through being a leader in safety, reliability, cost effectiveness and customer service. Our people take great pride in supporting and having a positive impact in the communities where we live and work.

OPPORTUNITY

Reporting to the Executive Vice President, Corporate Strategy and Business Development this position is responsible and accountable for project coordination and administrative support of a highly confidential nature. This position requires someone who is passionate and who thrives on change and variety.

TSU is committed to providing a productive and safe work environment for all employees. If you want to work for a company who values safety and reliability, people, a strong community, and continuous improvement, TSU may be the right company for you.

RESPONSIBILITIES

- Provides overall leadership, guidance and direction to the department leads.
- Liaison between the Integration, Transitional Services and Regulatory teams.
- Prepares the Integration Plan.
- Coordinates and leads the bi-weekly Integration Working Committee team meetings.
- Prepares and forecasts the Integration budget and provides timely cost tracking.
- Prepares the weekly progress updates and status reports for the Executive team.
- Coordinates the consolidated Integration Scoping Document, Task List and Issue Log, Decision and Change Management Records.
- Develops and supports the execution of the Change Management and Communication Plan.
- Establish and maintain excellent relationships with all stakeholders, team members, clients, contractors and suppliers.
- Primary contact for all project related administrative functions.
- Perform other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Post-Secondary diploma or degree in Project Management, Office or Business Administration or an equivalent combination of education and experiences.
- Minimum 3-5 years related experience or equivalent training and experience in corporate acquisitions, integration projects and transitional services.
- Project Management (PMP) certificate considered an asset.
- Able to complete multiple work-related tasks, requiring planning and organizing to achieve end results. Attention to detail, time management and analytical skills.
- Strong results-orientation effectively managing personal resources to achieve goals. Verifies the accuracy of own work.
- Have experience assessing and identifying needs of others, and being solutions focused.

- Sets priorities for tasks in order of importance.
- Actively develops and cultivates effective working relationships with others.
- Ability to work both independently and in a team environment.
- Proficient in all Microsoft Office applications.

TSU believes that our people are our family; everyone contributes to the success of TSU. We believe in the strength of diversity, and we are dedicated to creating an inclusive environment and a diverse workforce.

KEY CONSIDERATIONS

- This position is based in our downtown office location.
- Potential of working outside regular office hours
- COVID-19 Vaccination Policy is in effect
- A term contract position for 18 months (June 2022 – December 2023).

APPLICATION PROCESS

If this opportunity based in our downtown Calgary Office speaks to you, qualified applicants are invited to submit their cover letters and resumes in confidence to the Human Resources Department.

We thank all applicants for their interest in our organization, only those candidates for interviews will be contacted. No agency referrals or telephone inquiries at this time.

COVID-19 Considerations:

TSU is committed to the safety and well-being of our employees. As part of this commitment, we have implemented a number of protocols in alignment with government guidelines in order to maintain the health and safety of employees, customers, and communities. TSU has implemented a COVID-19 Vaccination Policy, which requires all employees and contractors to be fully vaccinated. Applicants who wish to be considered for hire will be required to provide confirmation of being fully vaccinated against COVID-19 or confirmation of exemption based on legally protected grounds.