



AltaGas – Administrative Assistant, Terminal Operations RIPET

Location: Prince Rupert, BC

Salary: \$55,800 to \$70,200 per year

Schedule: Monday to Friday

Safety Sensitive: Yes

AltaGas is seeking an Administrative Assistant to support our RIPET Terminal Operations team! Based in Prince Rupert, this role will provide day-to-day administrative, coordination, and document control support to help ensure safe, reliable, and efficient execution of RIPET site activities. Reporting to the Terminal Operations Manager, you will support office administration, scheduling, purchasing coordination, records management, and site communications for a growing operational environment.

Your primary focus will be to ensure all work aligns with AltaGas' Core Values: safety, collaboration, integrity, inclusion, and learning. This role requires strong attention to detail, a proactive service mindset, and the ability to work cross-functionally with Operations, Maintenance, Engineering, Projects, EHS, Supply Chain, and external contractors.

Key Responsibilities

- Provide administrative support to the RIPET Terminal Operations team, including calendar coordination, meeting scheduling, document preparation, and general office administration.
- Support site onboarding activities for employees, contractors, and visitors, including coordination of access requirements, orientation records, training documentation, and communication with internal stakeholders.
- Assist with purchase requisitions, invoice tracking, expense processing, vendor coordination, and basic cost tracking in alignment with AltaGas processes.
- Maintain accurate records, filing systems, and controlled documents, including procedures, forms, training records, meeting minutes, action logs, and site communications.
- Coordinate travel, accommodations, logistics, and site visit arrangements for employees, contractors, vendors, and visiting support teams as required.
- Assist with EHS and regulatory administration, including tracking of inspections, corrective actions, incident documentation, emergency response records, and compliance-related documentation.
- Prepare and distribute meeting agendas, minutes, reports, presentations, and communication materials for site leadership and cross-functional teams.
- Coordinate office supplies, facility service requests, equipment needs, and common-area support to maintain a safe, organized, and professional workplace.
- Interface with contractors, vendors, and internal departments to resolve administrative issues and support efficient site execution.
- Contribute to continuous improvement initiatives by identifying opportunities to streamline administrative processes, improve document control, and enhance team communication.

Qualifications and Skills

- High school diploma required; post-secondary education in Business Administration, Office Administration, or a related discipline is preferred.
- 3+ years of administrative experience, preferably in oil and gas, industrial operations, construction, marine terminals, or another safety-sensitive environment.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced operational setting.
- Excellent written and verbal communication skills; able to work effectively with site personnel, leadership, contractors, vendors, and cross-functional teams.
- Proficiency with Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Teams.
- Experience with Maximo, Intelex, SAP, SharePoint, or similar work management, EHS, purchasing, or document management systems is an asset.
- Demonstrated discretion and professionalism when handling confidential or sensitive information.
- Strong attention to detail and a commitment to maintaining complete, accurate, and well-organized records.
- Proactive safety mindset and willingness to support site safety culture, emergency preparedness, and compliance requirements.
- Ability to work on-site in Prince Rupert and support occasional schedule flexibility during major site activities, outages, commissioning, or emergency response events.

Compensation

This position offers a competitive base salary range based on experience, education, and skills. AltaGas also provides a comprehensive benefits package, including health coverage, retirement plans, and paid time off starting on day one.

To Apply

Contact Christa Simonds at christa.simonds@altagas.ca.