

Dynamic growth. Dynamic people. Build your career with Pembina.



Powering Pembina's growth are our smart, creative and energetic people who allow us to remain a disciplined and responsible energy transportation and service provider and a trusted member in our communities.

Our expectations are high and our rewards reflect this: We treat our people well – whether it's through our compensation package, community engagement or volunteer opportunities.

For more information on current career opportunities, visit www.pembina.com/careers. Internal candidates, please visit Career Connections, via The Pipeline.

Pembina Pipeline Corporation is a proud recipient of Canada's Top 100 Employers, Alberta's Top Employers, and an Employer Partner of the Canadian Centre for Diversity and Inclusion. We are also a strong supporter of Skills Canada.



Specialist, Property Tax

Location: Calgary, AB

Reports to: Manager, Property Tax

Requisition number: 26636

Overview

Pembina Pipeline Corporation is seeking a Specialist, Property Tax to join the Taxation Group. Reporting to the Manager, Property Tax, this position will be a key member of the Property Tax Team. The successful candidate should possess strong people skills and promote a positive team environment.

The Tax team contributes to the development of long-term global growth strategies acting as proactive partners who are sought out for our expertise when making business decisions. By effectively identify, assess, communicate and manage tax risks and opportunities, the Tax team is a trusted business partner creating and protecting shareholder value in a globally compliant tax framework.

Summary of Responsibilities

Responsibilities will include but not be limited to:

- Lead the annual rendition process for assessment reporting to municipalities, negotiate settlements with same as required;
- Respond to tax authorities enquiries when applicable;
- Review municipal tax adjustments to ensure they are accurately calculated, coded and processed;
- Prepare assessment and taxation data for new project estimates;
- Perform on-site inspections with assessment authorities including evaluations of complex industrial facilities;
- Maintain knowledge of Property tax legislation and regulations;
- Independently manage a high volume of data and meet a variety of deadlines in a short period of time;
- Support Pembina's safety culture of "Zero by Choice" and the "Life Saving Rules". To read more about our Life Saving Rules, visit Pembina.com/safety; and

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- Participate and support an equitable, diverse, and inclusive workplace.

Qualifications

- University degree in business administration or related field;
- Minimum of 10 years prior experience working in the Canadian Property Taxation and Assessment fields with specific experience of industrial / Energy properties;
- An assessment/appraisal designation or equivalent experience is preferred;
- Good project management skills with a keen business sense and a focus on adding value to the organization;
- Experience with SAP and advanced user of Excel along with strong skills with Word, other Microsoft applications and GIS, is desired:
- Ability to effectively prioritize, multi-task and maintain a professional positive attitude;
- Demonstrated leadership, strong verbal and written communication skills; and
- Ability to travel as needed.

We offer competitive compensation; including base plus incentive bonus, pension & savings plans, health benefits, employee development programs to support personal development and career progression, in an environment that is equitable, diverse, and inclusive.