

Job Title	Contract Administrator
Job Family	Project Management

Job Summary

The contract administrator is responsible for executing the contract administration process and coordinating all interfaces within the project and the company. The candidate must ensure process integrity, provide commercial experience and insight, and protect the company against risk exposure.

Essential Function and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Ensure alignment with the Project Management team on Project contract administration needs, objectives and requirements.
- Maintain compliance to the contracts.
- Ensure understanding and management of contracts.
- Support in negotiations of claims, variations, changes and disputes with contractors in collaboration with Project Management, Legal Department and others as required.
- Evaluate and prepare supplier claims as required
- Ensure communication of changes to contracts to all key stakeholders.
- Ensure the project team understands and utilizes the contracts properly.
- Facilitates contract life cycle management from planning to execution and performance stewardship and feedback.
- Ensure Contractor’s contract administration and subcontracting procedures and processes meet contract requirements.
- Develop and administer contracts and procurement compliance plans.
- Ensure communications between Company and contractors are consistent with terms and conditions in agreements.
- Follow up on contractual items on a regular basis.
- Develop and execute administrative processes that advance the Project’s procedures, goals and objectives.
- Communicate the contract administration process and subcontracting activities.
- Interface with the project team, internal departments and external vendors on matters such as cost, performance, progress assessment, payments, reporting, trends, and change orders.
- Liaise with subject matter experts on the Project team regarding functional areas.
- Manage contract milestone activities, and close-out activities, ensure orderly turnover of Project.
- Act as a liaison and coordinator amongst key stakeholders.
- Report contract(s) performance on a regular basis.
- The above description and responsibilities represent some of the more important aspects of the position. However, all duties and responsibilities are not necessarily listed, and those listed are intended as a guide to the general nature of the position.

Supervisory Responsibility

Generally none, however if required, to direct the team to compliance their work accordingly with the contract.

Recommended Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Qualifications

- A degree or diploma in business management and/or equivalent is required.
- Experience with major projects is considered an asset.
- The candidate must also possess strong computer skills and have the ability to work within tight deadlines and handle multiple priorities at one time.
- Proven leadership skills are required and the successful candidate should be accustomed to working in diverse settings.
- Basic knowledge of construction equipment & techniques, drawing & specifications, building materials and required standards applicable to the project.
- Prior (2–3 years') work experience in a contract management role, purchasing or contracting.
- Experience working in Engineering or Construction site areas (desirable).
- Experience in applying organizational standards when developing and requesting proposals.
- Ability in negotiating terms and drafting contracts.
- Ability to analyze situations and information and formulate a plan of action.
- Proficient in Microsoft Office (Word, Excel and PowerPoint).
- Knowledgeable of purchasing procedures and supply chain.

Certifications and/or Licensing Requirements

- Required company or regulatory certifications

Language, Math, and Reasoning Ability

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or request for changes/claims from subcontractors, management, co-workers, regulatory agencies, or owners. Ability to effectively present information to general management and/or public groups.
- Ability to work with mathematical concepts such as probability and statistics, and fundamentals geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions furnished in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is:

- Regularly required to sit and talk or hear
- Regularly required to use computer keyboard and mouse
- Occasionally required to stand, walk, or hike
- Frequently required to use hands, handle, or feel; reach with hands and arms
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus
- Frequently required to sit and drive long bumpy dirt roads

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Only if on site then, exposed shortly to outside weather conditions (snow, ice, dust, rain, wind, etc.)
- Only if on site then, occasionally exposed to extreme temperatures (Hot sunny day, cold -30C winter day)
- The noise level in the work environment is usually moderate office, but in the field can occasionally be very loud and requires hearing protection.

Additional Training As Needed

In many cases, training is specific to the job site or job location requirements

Compensation

- A competitive salary will be offered to the successful candidate.
- Salary will be commensurate with experience

Submission and Other Information

All applicants should provide the following documents:

- A brief cover letter explaining how you meet the position requirements
- Confirmation of status to work in Canada
- Complete resume
- LinkedIn reference, if applicable
- References (Minimum of 3)

Please submit the documents by email to info@rrulimited.com. While we thank all applicants for their interest, only short-listed candidates will be contacted.