

# Job Description

West White Rose CGS Project



SNC-LAWALLEN DRAGADOS PENNECON

<b>Name:</b>	COMMERCIAL COORDINATOR		
<b>Department:</b>	PROJECT CONTROLS/ COMMERCIAL		
<b>Reports To:</b>	TBD	<b>Signature:</b>	
<b>Approved By:</b>		<b>Date:</b>	

Reporting to the Commercial Manager

## RESPONSIBILITIES

The Commercial Coordinator (CC) will:

- Maintain engineering change responsibilities matrix in engineering database.
- Coordinate and communicate requests for information to ensure Project milestones are met and committed costs are not exceeded.

## MAIN TASKS AND DELIVERABLES

- Perform all duties and promote themselves in a manner that reflects SDP's Expectations and its Visions/Values.
- Follow and abide by all government, Legal, SDP's rules and regulations.
- Contribute to continuous improvement and cost reduction activities.
- Coordinate and communicate request for information as well as initiating Engineering Changes (FEC process) with the engineering database.
- Coordinate all costs, feasibility and timing from all related departments in a timely manner.
- Prepare FEC cost submissions and perform cost vs. sales analysis to ensure profitability of project.
- Coordinate information requests responses to the customer including implementation date information.
- Collect and prepare final costing package including supplier information as required.
- Work closely with engineering administrators with reviewing of customer's approvals for accuracy.
- Review purchase requisitions with FEC's to review that costs are covered.
- Assist with the coordination and preparation of continuous improvement business cases.
- Coordinate FEC audits among customer, supplier and SDP.
- Maintain customer correspondence through written and verbal communication.
- Coordinate and communicate special material requests with all relevant parties to ensure accurate and timely completion of all requests.
- Maintain logs with all relevant information.
- Prepare cost submission including performing a cost vs. sales analysis as required.
- Providing Customer with any new service part numbers.
- Responding to Customer RFQ's with quotes for new service parts.
- Properly organizing SPD's information.

## QUALIFICATIONS

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- Degree or college diploma or equivalent combination of relevant education and applicable work related experience.
- Experience working with business applications (budget, business plans and quotations).
- 3-5 years' experience in an engineering environment, specifically in the construction or offshore industries or a comparable heavy industry, preferably as a CC.
- Knowledge of the fundamentals of Commercial Contracts, plans and construction industry.
- Committed to practicing dispute avoidance strategies as part of a professional practice.
- Working knowledge of federal and provincial legal and regulatory requirements affecting management of Subcontracts on the WWRP such as labour and HSE.
- Experience working in purchasing or contract management systems.
- Strong skills in Excel and basic Microsoft Office programs.
- Familiarity with construction commercial processes.
- Excellent writing skills.
- Keen attention to detail.
- Strong analytical and organizational skills.
- Ability to work with varying seniority levels, including staff, managers and external partners.
- Willingness to periodically travel to the Argentina, NL site.
- Project experience considered an asset.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.