

Job Description

West White Rose Project



Position:	CONTRACTS ADMINISTRATOR
Name:	TBD
Department:	Procurement
Reports To:	Kevin McElroy

RESPONSIBILITIES

The Contracts Administrator (CA) will:

- Negotiate and develop Subcontracts and Service Agreements on behalf of the Project for goods, services, or other contractual obligations.
- Manage Subcontractors and service providers to ensure Project milestones are met and committed costs are not exceeded.

MAIN TASKS AND DELIVERABLES

- Work collaboratively as part of a team.
- Manage the competitive bid process on RFQs from EOI through to award; negotiate Terms and Conditions as part of the process.
- Draft Service Agreements and build Subcontracts.
- Vendor Management including progress monitoring, schedule and cost mitigation, and working with various stakeholders to resolve problems and disputes. Stakeholders may include suppliers, Engineering and Construction, Cost and Finance, the Senior Management Team and the client.
- Ensure Subcontractor and Procurement compliance with Project policies and procedures and with relevant regulations, laws, and industry standards.
- Cost stewardship and reporting duties.
- Maintain records and filing systems to ensure a complete record and to ensure compliance with Project policies and procedures and with best practices in Contracts and Finance.
- Formal Closeout of packages and agreements.
- Contribute to the team's efforts in the Continuous Improvement of Project processes.

QUALIFICATIONS

- Degree or college diploma in business administration or equivalent
- 3-5 years vendor management experience in an engineering environment, specifically in the construction or shipbuilding industries or a comparable heavy industry, preferably as a CA
- Knowledge of the fundamentals of Contract Management
- 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

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- Strong skills in Excel and basic Microsoft Office programs.
- Familiarity with P2P 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.