

Connex Personnel is currently recruiting a **Contract Administrator** to join the major projects team within the utilities sector.

Position Requirements:

Working with an Owner/Consultant team, the incumbent will have a level of authority required for day-to-day decision-making, guided by the Company's policies and procedures and the Public Procurement Act. In fulfilling this mandate, the incumbent is expected to interface extensively with the Senior Manager, Major Projects, Commercial (or delegate), Buyers, Project Managers, project execution teams and functional Company Managers to ensure their full awareness of the requirements of the projects.

The ideal candidate will have the experience and education to perform the duties and job functions associated with this position, which include, but are not limited to, the following:

- Primarily responsible for administering commercial agreements in accordance with Company policies and procedures and the Public Procurement Act;
- Assisting in the development of contract templates, requests for proposals, tenders, and other commercial offerings;
- Overseeing the preparation, issuance, evaluation, and award process associated with commercial offerings;
- Ensuring compliance with contract terms and conditions;
- Ensuring contractual notice provisions are enforced;
- Ensuring the archiving of all commercial information in the proper form and location;
- Reviewing and commercially verifying invoices for payment;
- After award, overseeing all commercial communications with Contractors;
- Drafting notice communications under agreements for management review and approval;
- Coordinating commercial meetings with Contractors and document discussions;
- Reviewing and assessing Contractor claims/change requests for entitlement, informing management of claims, negotiating favorable settlements to claims and change requests, and obtaining appropriate approval;
- Managing the preparation and approval of change proposals and change orders and maintaining a change order register;
- Working closely with procurement Buyers to ensure the timely processing of commercial documents;
- Ensure the proper tracking of all performance security, insurance, and other relevant commercial documentation to ensure all commercial requirements are met and coverage does not lapse;
- Coordinate the closeout of contracts once completed;
- Ensure compliance with internal procurement policies as well as the Public Procurement Act and associated policies and regulations;
- Providing general commercial support to the Owners Team, as required;
- Perform any other commercial or project duties as assigned by the Senior Manager, Major Projects, Commercial;
- Maintain files and adhere to IM standards;
- Proactive support of a safety culture where "Nobody Gets Hurt."

Qualifications:

- Background filling a similar role on large capital projects with a focus on electric utility infrastructure;
- Demonstrated leadership skills in developing and leading diverse work teams;
- Commercially astute individual with a strong background in complex commercial strategies;



- Excellent written and verbal communication skills;
- Experience with multiple forms of contracting including target price agreements, early contractor engagement, and compensation terms including unit rate, lump sum and cost reimbursable;
- Strong background in the application of contract management systems;
- Adaptability to perform in different work environments;
- Ability to train/mentor personnel in the application of commercial processes;
- Ability to work in a fast-paced environment, under pressure, and with aggressive timelines; and
- Experience with the Public Procurement Act would be an asset.

Special Conditions: A valid driver's license will be required, as there may be some travel involved.

Location: 500 Columbus Drive in St. John's, NL. Travel to various work sites may be periodically required.

Anticipated Start Date: September 2025 (Subject to change, at the Company's sole discretion).

Anticipated End Date: One year from the Anticipated Start Date, with an option to extend for up to one-year increments on each end date.

Hours: 37.5 hours per week.

Please submit your resume to hr@connexpersonnel.com

