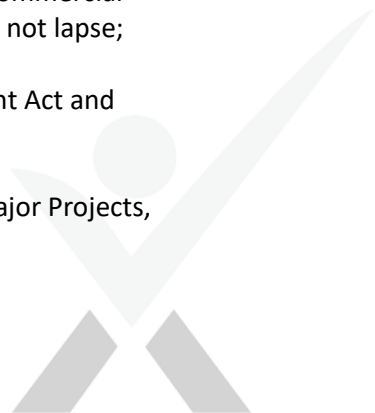


Connex Personnel is currently seeking a Contract Administrator (Intermediate, Senior or Specialist) to join our clients Major Projects team with the utilities industry.

Working on behalf of the Owner, 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 will report to the Senior Manager, Major Projects, Commercial (or delegate) and interface extensively with the Owner's procurement and project execution teams to ensure their full awareness of the requirements of the projects. Further, the incumbent will be expected to interface with external parties on behalf of Owner concerning commercial and other matters.

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 the performance of commercial activities on behalf of the Owner, including:
 - o Develop and prepare contracting strategies, pre-qualification plans, bidder lists, Requests for Proposal (RFP) documents, bid evaluation plans, negotiation strategies, award recommendations, and conforming contract documents through strategic analysis, planning and risk mitigation.
 - o Lead all aspects of post-award contract administration, including chairing progress review meetings, preparing formal notices and letters, processing change requests, negotiating change orders, reviewing payment certificates, analyzing monthly contractor reports, and guiding the project team on contract interpretation.
 - o Collaborate with key functional groups including Engineering, Quality, Health and Safety, Environment, Provincial Benefits, Legal, and Project Controls to streamline pre- and post-award contract administration.
 - o Assess commercial risks and develop strategies to mitigate those risks;
 - o Take part in claims management activities, including assessing and making recommendations regarding dispute avoidance and claim settlements.
- Developing commercial policies and procedures, contract templates, requests for proposals, tenders, and other commercial documents;
- Responsible for the commercial integrity of the preparation, issuance, evaluation, and award process associated with commercial offerings;
- Ensuring both Owner and contractors compliance with contract terms and conditions;
- Ensuring the archiving of all commercial information in the proper form and location;
- Drafting notice communications under agreements for management review and approval;
- Coordinating commercial meetings with Contractors and document discussions;
- Escalate to and collaborate with internal and external legal counsel to address commercial issues and mitigate risks;
- 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 being 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 Owner's 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; and



- Proactive support of a safety culture where "Nobody Gets Hurt."

Qualifications:

- A minimum of ten (10) years progressive experience in similar roles on large capital projects, preferably with a focus on electric utility infrastructure;
- A bachelor's degree in Business, Finance, Commerce, Economics, Engineering, Supply Chain or Legal disciplines, or equivalent;
- 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.

Location: Head office in St. John's, NL. Travel to various work sites may be periodically required.

Anticipated Start Date: October 2026

Anticipated End Date: One year from the Anticipated Start Date, with possibility of extension for up to one-year increments on each end date, up to 4 years.

Hours: 37.5 hours per week.

Please submit your resume to hr@connexpersonnel.com

