

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

Work Location: St. John's, NL

Position Requirements:

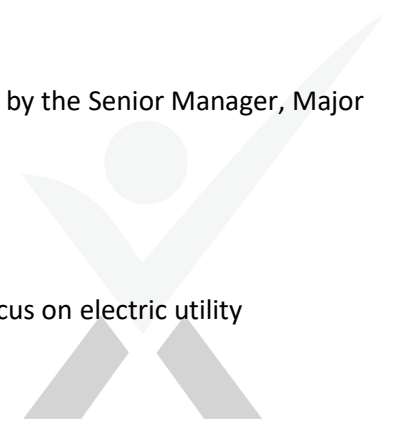
Working with an Owner/Consultant team, the incumbent will have a level of authority required for day-to-day decision-making, guided by the Company's policies and procedures and the *Public Procurement Act*. In fulfilling this mandate, the incumbent is expected to interface extensively with the Senior Manager, Major Projects, Commercial (or delegate), Buyers, Project Managers, project execution teams, corporate supply chain, 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 favourable 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 being met and there are no laps in coverage.
- 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 may be assigned from time to time by the Senior Manager, Major Projects, Commercial; and
- Proactive support of a safety culture where "Nobody Gets Hurt."

Qualifications:

- Extensive background (8+ years) 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.
- Experience with the Public Procurement Act would be an asset.

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

Location: Candidate will be able and willing to work at Company's Head office located in St. John's, NL. Remote working arrangements may be considered or required by Company, with such arrangements dependent on the work requirements and in all cases subject to approval from the Major Projects team. Travel to various work sites may be periodically required.

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

Anticipated End Date: TBD (Possibility of extension)

Hours: Normal hours for this work scope are 37.5 hours per week.

Please submit your resume to hr@connexpersonnel.com

