



Title: Project Manager, Contracts

Location: Surrey, BC

Job Summary:

Reporting to the Senior Project Manager / Project Director, this position is responsible to provide project leadership in effective assessment, development and implementation throughout the entire project life cycle. This position will provide services for contractual matters involving formation and administration of agreements required to support major projects.

Key Accountabilities:

Provide support within the Major Projects group in ensuring a uniform approach to strategy development and execution of contract management services. Apply knowledge, expertise, and leadership for project requirements, acquisitions, and contracts. Support organizational goals for a consistent management approach to strategy development. Support the development and management of contracts (typically greater than \$1 Millions) for the Major Projects department.

Ensure consistency with company objectives, and regulatory requirements. Stay informed and make others aware of the business area contract activities, procedures, and policies. Ensure stakeholder awareness of the requirement to have these agreements properly expressed and executed in a timely manner to protect the interests of the Company.

Provide guidance for project requirements to multidisciplinary teams. Collaborate with Project Directors / Project Managers and their teams, Legal, Finance, Procurement, and others to ensure project needs are met in a timely manner, and to contribute to successful project completion. Lead and support internal stakeholders by assisting in the design and implementation of innovative strategies to improve internal processes.

Collaborate and support project teams through participating in project specific strategy development and application, manage the drafting of documentation for competitive processes, and related contracts. Continuously align, and make recommendations for improvement in the development of RFPs, contracts and project execution processes to enhance the delivery and execution of contracts for successful project execution.

Support the development of acquisition requirements for materials and services, procurement and pricing strategies; assessment of industrial capacity; provide advice on scope and budget for complex procurement requirements; produce a procurement / contracting strategy detailing the procurement commitments for bids and projects. Provide regular updates, and reports to the Senior Project Manager, Major Projects as required.

Lead the drafting of scope-related and business documentation to be included in competitive processes and related contracts such as scope of work, specifications, schedules, evaluation requirements, contract execution, regulatory requirements, etc.; identify areas of improvement that enhance vendor performance, under the contract; coordinate stakeholder input, and maintain record of all correspondence, and coordinate with Procurement as required.

Participate in requirements evaluations and negotiations, support compilation and assembly of contracts documentation, agreements, and amendments, and support the project team in managing contracts throughout the project life cycle. This includes assisting with the development of the final recommendation for award, participating in recommendation / presentation to senior management as called upon. Support major projects teams providing guidance in the format standard for presentations, and information briefs (coordination with Legal) to be provided to senior management.

Prepare contract correspondence and maintain records in collaboration with the Project Director / Manager to ensure the Contractor is delivering the work all in accordance with the terms and deliverables defined in the Contract.

Education and Experience:

A diploma or degree in Business Administration or a related field from an accredited post-secondary institution. A minimum of seven (7) years' progressive experience in procurement and/or contract administration.

An equivalent combination of education and experience in procurement, and or contract management, and or project management may be considered.

SCMP or PMP designation, or certification as a paralegal would be an asset.

Technical Competencies:

- Demonstrated experience in sourcing and contract management for multi-year and multi-million contracts.
- Demonstrated knowledge in the drafting and preparation of RFXs and contract documents.
- Demonstrated knowledge and results in: multi-step, structured category management or strategic sourcing processes, complex negotiations, leading cross-functional teams, multi-level engagement, resolving contractual issues while preserving relationships.
- Demonstrated ability to proactively assess problems and opportunities by identifying key cause and effect relationships
- Strong organizational skills to effectively develop and implement cost effective solutions in a fast paced environment with a proven ability to meet tight deadlines, while juggling multiple priorities.
- Knowledge of process improvement methodology and tools desired.
- Ability to work both independently and collaboratively in a project team
- High level negotiation and external communication skills
- Must have intermediate to advanced level proficiency with Microsoft (i.e. Excel, Word, PowerPoint, Visio) and Adobe.
- Experience with ERP Systems such as SAP is preferred.