

Employment Opportunity

Orano Canada

Senior Contracts Administrator (Saskatoon)

Reporting to the Supply Chain Manager, this position is responsible for the following duties:

The Senior Contracts Administrator is a skilled professional with detailed knowledge of contract formation and administration principles and concepts and has guided, developed, and influenced practice in Supply/Category Management including developing and leading contracting strategies from inception through award and close out for Services, Supplies, Engineering and Construction contracts. This role will assist with the development of an effective strategic sourcing strategy, develop application guidelines for vendor selection, prepare RFx packages, coordinate and conduct vendor kick-off meetings, ensure compliance of company and corporate Contract Administration policies, support the warranty management process, and build and maintain business relationships with internal and external stakeholders.

Responsibilities include:

- Develop RFx packages and contractual commercial terms
- Evaluate and negotiate vendors proposals
- Assist in the development and implementation towards effective strategic sourcing strategies
- Maintain awareness of emerging technologies and remain current on internal customer needs, local and global commodity price trends, and price drivers
- Challenge scopes of work and specifications to ensure design-to-cost methodology is applied
- Attest contractor invoices in compliance with established contract terms
- Provide post-contract execution support to teams including assistance with vendor dispute resolution, performance management, incentives, liquidated damages penalty provisions, contract extensions, change orders, and terminations
- Develop, build, and maintain valuable business relationships with internal customers, vendors and contractors and create opportunities for effective supplier relationships while optimizing cost effectiveness and delivery
- Work with stakeholders to ensure contracts are created and executed in compliance with Orano's policies, processes, procedures and relevant legislation
- Work closely with Contract Owners and other key stakeholders to ensure contracting processes are implemented in a timely fashion to meet business requirements
- Promote and support Operational Excellence, OE Culture and participate in continuous improvement initiatives
- Comply with all Orano health, safety and environmental policies, practices and procedures
- Promote and adhere to Orano Canada's values: Customer Satisfaction, Continuous Improvement, Respect and People Development, Cohesion and Team Spirit, and Exemplarity, Integrity, Responsibility
- Other duties as assigned

Skills and Qualifications for the position include:

- Degree in Administration, Management, Commerce, Law, Engineering or related disciplines



- SCMP designation is an asset
- Minimum 10 years' contract administration and strategic sourcing experience including progressive responsibilities
- Experience managing continuous improvement projects
- Demonstrated advanced written and oral English language proficiency
- Demonstrated experience in leading large and complex contracts
- Experience in managing a portfolio of spend categories
- Experience in managing supplier relationships
- Advanced proficiency in MS Word, Excel, Power Point, and SAP
- Motivated, high-energy, and proactive mindset
- Cooperative and collaborative, enjoys working in a team environment
- Pragmatic problem solver who identifies and implements constructive solutions
- Flexible and able to adapt quickly to various customers and changing priorities
- High degree of ethics, discretion, honesty, rigor, fairness, and sound business practices
- Strong Presentation and Facilitation skills
- Detail oriented with exceptional organizational, problem solving and analytical skills
- Excellent time management skills to coordinate efforts, prioritize work, and meet deadlines

Work Location & Schedule:

- Saskatoon, Saskatchewan
- Occasional travel to McClean Lake Operations for face-to-face communication, meetings and required assessments (approximately 2 - 4 times per year)

As a condition of employment the successful candidate must complete Orano's pre-employment checks including education verification and employment reference checks.

Drug (including marijuana) and alcohol substance testing is a requirement for all Safety Sensitive positions. Applicants who have recently used marijuana recreationally may not pass a substance test as marijuana can remain in the user's system for as many as 30 days after use.

Orano is an equal opportunity employer. We value the knowledge, experience and cultures and commit to the advancement of Indigenous Peoples, Women, Visible Minorities and People with Disabilities and strongly encourage all candidates from these designated groups to apply for our career opportunities.

**Apply online at www.orano.group/jobs/en by June 4th, 2024.
Job #: 024-093-S**

HR Authorization: Sharisse Carr

