



Teck Coal Limited
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Job Opportunity

Contract Specialist

Teck Resources Ltd – Sparwood Shared Services, Sparwood, BC

Posting Date: July 23, 2021

Closing Date: August 22, 2021

Reporting to the Purchasing Supervisor, the Contract Specialist, (known at Teck as the Purchasing Agent) is responsible for acquiring the best total value in the acquisition of materials and services to meet ongoing needs and support initiatives.

To be successful, we are looking for someone capable of working under minimal direction and who functions best in a high-performance atmosphere; someone who has strong interpersonal and communication skills, who can mentor others. Excellent negotiating, problem-solving, and decision-making skills are vital.

You will have the opportunity to implement procedural improvements to streamline business practices and be instrumental in the successful execution of contracts. You will also have the ability to interact with both operations and support and contract groups throughout our company, gaining knowledge of our mining business.

Join us in the breathtaking Elk Valley of British Columbia. Here you will find outdoor adventure at your fingertips. Whether it's biking and skiing, or the laid-back atmosphere of fishing and hiking, there is something for everyone! With an attractive salary, benefits, and Earned Day Off schedule, come experience what work life balance is all about!

Responsibilities:

- Be a courageous safety leader, adhere to and sponsor safety and environmental rules and procedures
- Ensure a timely, cost effective supply of materials and services
- Ensure compliance with existing departmental operating policies and procedures
- Develop, implement, and manage cost savings ideas
- Plan and execute Request for Proposal (RFP) processes, evaluating proposals, make recommendations for award, and contract writing and administration

- Evaluate and monitor contract performance to determine necessity for amendments, extensions, and compliance to contractual obligations
- Negotiate contract terms and conditions while maintaining supplier relationships
- Coordinate closely with project managers, project teams, project services fields, and corporate shared service groups in regards to contract management strategies, options, and considerations throughout all stages of contract lifecycles
- Implement effective organizational change to ensure contract modifications are accurately evaluated, documented, and approved
- Resolve issues that arise between contractors and project teams in a professional and proactive manner

Qualifications:

- Degree, diploma, certificate, or designation such as Supply Chain Management Professional (SCMP) or similar Supply Management program
- Minimum five years demonstrated ability, or an equivalent combination of education and experience
- Excellent digital literacy and experience with the Microsoft Office Suite®, especially Outlook, Word, and Excel
- Sophisticated understanding and experience with various contract types, compensation models, and strategies

At Teck, we value diversity. Our teams work collaboratively and respect each person's unique perspective and contribution.

Qualified applicants interested in joining a dynamic team are encouraged to submit a resume and cover letter electronically.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

Teck is a diversified resource company committed to responsible mining and mineral development with major business units focused on copper, steelmaking coal and zinc, as well as investments in energy assets.

Headquartered in Vancouver, Canada, its shares are listed on the Toronto Stock Exchange under the symbols TECK.A and TECK.B and the New York Stock Exchange under the symbol TECK. Learn more about Teck at www.teck.com or follow [@TeckResources](https://twitter.com/TeckResources).

