

Sturgeon County is recruiting for a Contract Management Coordinator to join the Procurement Services team. This position supports all County departments in capturing live contracts through creation, execution, management and closing for a variety of agreement types and supporting the removal of paper barriers in the department's processes. This position works closely with other members of the Procurement Services team in the development, refinement, and implementation of the new centralized contract management system.

If you thrive in an environment where teamwork is valued, challenges are approached with optimism, and accomplishments are shared and celebrated, then we hope you seize this opportunity to be part of our supportive workplace culture that values collaboration and teamwork.

KEY DUTIES AND RESPONSIBILITIES

Centralized Contract Management Support and Coordination (40%)

- Aids in the development, management, and monitoring of the centralized contract management site.
- Supports live contract documentation through tracking of deliverables, dates and dollar values which may include important date reminders, amendments, changes orders, and various forms of contract attachments held in the Centralized Contract Management site.?
- Works in collaboration with the Procurement Coordinator to provide centralized support for departments with contract management and vendor management support.?
- Assists with financial activities related to contract management, such as CTRM system reporting for departments or managers as required.

Contract Development Activities Support and Coordination (30%)

- Coordinates contract development activities including, but not limited to; negotiations, communications, document development and approval, contract execution and maintenance through the contract term as required.
- Reviews existing supplier/service provider agreements, seeks additional information such as health and safety information in compliance with policy, legislation, insurance, and regulatory requirements.
- Triage contract intake forms from various departments to ensure proper review, compliance, and records for agreements.

- Evaluates and reports on contract management system software within Procurement Services and for specific departments as required.
- Oversees internal contract information intakes and triage requirements internally and externally, and identify any opportunities and challenges with relationships, quality, and processes to address.

Procurement Support & Coordination (20%)

- Provides coverage support to the Procurement Coordinator.
- Monitors the procurement email box and distributes emails as received to the appropriate program area and team member.
- Maintains and updates the vendor management SharePoint site for Procurement Services, including vendor verification, documentation updates, additions, and deletions. Supports Procurement solicitation activities.
- Liaises with Procurement Officer and County department representatives.
- Creates or assists with procurement processes; determines timelines and solicitation (RFx) methods, assesses potential risks, collaborates with departments to develop evaluation & scoring criteria, finalizes solicitation documents, and advertise. Coordinates contract award notification process, collection of contract documentation, and vendor communications post solicitation. Supports solicitation activities using online bidding platforms and the Alberta Purchasing connection website, inclusive of addenda, clarifications, and final award notification posting. Maintains a solid understanding of procurement trade agreements including Canadian Free Trade Agreement and New West Partnership Trade Agreement. Supports the annual review for County wide preferred supplier agreements and master service agreements.
- Supports the evaluation of supplier pricing and quality to ensure competitive pricing, sufficient supplier sourcing, and quality services are being solicited across the County.

Other Related Duties (10%)

- Provides designated back up for the Procurement Coordinator.
- Develops and maintains user training guides and delivers training to internal stakeholders.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System return.

KNOWLEDGE, EDUCATION, QUALIFICATIONS, SKILLS, ABILITIES, AND EXPERIENCE

- Minimum of 2 years applicable work experience. Preference given to those with more experience.
- A post-secondary diploma or degree with an emphasis in administration, business, or records management.
- Experience working in and with contract documents.
- Ability to work in a team environment or independently.
- Ability to take initiative, be independent, resourceful, work well and effectively under pressure and meet deadlines in an organized manner.
- Ability to communicate clearly and professionally verbally and in writing, including being adaptable, receptive, and timely when communicating with others, and possessing tact and discretion.
- Ability to apply sound judgment and being accountable for any decisions undertaken.
- Strong problem-solving skills.
- Detail oriented and mathematical aptitude.
- Proficiency when using all Microsoft Office Programs, Teams, and SharePoint.
- Proficiency in the use of digital record keeping software such Content Manager or other similar platforms.

The following are considered assets or preferences in this position:

- Have or is working towards professional certifications in procurement, risk, contract management is considered an asset.
- FOIP, privacy, or cybersecurity training.
- SharePoint power app development and reporting.
- Experience in Adobe Sign or other e-signature platforms.
- Experience in Contract Management, Construction, Engineering Services will be considered an asset.
- Commissioner of Oaths
- Supply chain, paralegal, records, or public sector experience.