

Welcome. You are not signed in. | [My Account Options](#)[My Job Cart](#) | [Sign In](#)[FAQ ?](#)[Job Search](#)[My Jobpage](#)[Basic Search](#)[Search](#)Job 1 out of 1 [Previous](#) [Next](#)[Apply Online](#)[Add to My Job Cart](#)**Job Description****Contract Specialist** Up to 18 months**Job Number: 52577**

As a Contract Specialist, you will exercise the highest level of judgment, diplomacy, and confidentiality with respect to contract management processes. In this role, you will be responsible for managing a portfolio of City contracts after their execution and administering the appropriate change mechanisms. Your success will be determined by your capacity to deliver results in a considerate, collaborative, and customer-focused manner.

What will you do?

- Review and/or develop specifications, requirements, description, and scope of work, and recommend improvements to business partners
- Oversee and monitor contract performance and perform amendments, changes and other required administration activities, including execution of contracts and amendments, extensions, options or renewals to maintain or increase best value to the City
- Conduct comprehensive research and analysis of market conditions or third-party indexes to validate proposed rate adjustments, engage in negotiations to maintain or modify proposed changes or amendments, and ensure that all modifications align with the terms of the contract
- Coordinate preparation and final negotiation of contract changes or amendments that may include price redetermination, or other aspects of the contract affecting the life of the contract
- Monitoring and evaluating supplier performance throughout the lifecycle of the contract is critical to ensure that contractual obligations are met and business needs are satisfied
- Clearly be able to explain contract terminology and obligations to business area and provide strategic advice to business area about contract requirements, risks, and terms and conditions effectively in order to comply with statutory and administrative directives and make informed decisions
- Self-monitor progress according to the schedule of completion to submit amendments and recommendations in a timely manner
- Leading and supporting business area in resolving disputes as they arise, establishing dispute resolution strategy and executing
- Proactively identify and manage contract risks to mitigate them in advance to successfully meet organizational obligations and achieve the planned outcomes of the contract, and actively participate in meetings to anticipate demand, evaluate business requirements and identify optimization opportunities
- Lead contract close-out process and ensure supplier performance feedback is gathered for future reference and manage performance issues
- Create/generate ad hoc reports for expiring agreements, spend analysis, supplier performance and activities
- Perform other duties as assigned

Qualifications:

- University Degree in a related discipline such as public administration, public policy, supply chain, business, or project management and 4 years relevant full-time work experience, including at least 3 years experience in a corporate centralized supply chain environment performing end to end contract management responsibilities

OR

- Two-year post-secondary diploma OR associate degree in a related discipline such as public administration, public policy, supply chain management, business, or project management and 6 years relevant full-time work experience, including a minimum of 3 years experience in a corporate centralized supply chain environment performing end to end contract management responsibilities

Assets:

- 2 years experience in public sector contract management and public sector supplier performance management is very desirable
- Certified Public Procurement Officer (CPPO) certification or CPP (Certified Procurement Professional) from the Universal Public Procurement Certification Council (UPPCC)
- Supply Chain Management Professional designation (SCMP) or equivalent would be an asset
- Experience or coursework on Canadian Procurement Law or Contract Law is very desirable
- Knowledge of change management



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- Familiarity with SAP ECC, SAP Ariba, S4Hana, and Google Suite applications

Skills required for success:

- Demonstrated leadership
- Demonstrated strong analytical, critical thinking, decision-making and problem-solving skills are required
- Excellent listening, verbal and written communication skills with the ability to lead/facilitate meetings with business areas and suppliers is required
- Excellent/detailed knowledge and understanding of contract management best practices, policies, procedures, tender/contract law, trade agreements and various procurement strategies/approaches
- Excellent working knowledge of contract management and administration
- Develop and maintain effective and professional working relationships with colleagues, business areas and suppliers
- Alignment to our Cultural Commitments and Leadership Competencies (<https://bit.ly/4brRrXm>)
- Embracing a culture of equity, diversity, reconciliation, and inclusion

Work Environment:

- **Note:** This position may be eligible for a hybrid work arrangement with the flexibility to work from both home and the worksite as per the Letter of Understanding between the City of Edmonton and Civic Service Union 52.
- The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.
- Applicants may be tested

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca. Learn more about our benefits <https://bit.ly/COEbenefits>.

Up to 1 temporary full-time position for up to 18 months in accordance with Article 18.02 of the Collective Agreement

Hours of Work: 40 hours per week

Salary Range: \$44,572 - \$56,014 (Hourly); \$93,066.340 - \$116,957.230 (Annually)

Talent Acquisition Consultant: RD/SB

Edmonton rests in the heart of Treaty Six territory in Alberta and the homelands of the Metis Nation.

Classification Title: Senior Buyer 8 hour

Posting Date: May 29, 2025

Closing Date: June 12, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Temporary Full-time

Union : CSU 52

Department: Corporate Procurement and Supply Services

Work Location(s): Century Place, 8th Floor, 9803 - 102A Avenue Edmonton T5J 3A3

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