



Supply Chain Management Association
BRITISH COLUMBIA
Supply Chain Management Association British Columbia
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMABC. If you do change jobs remember to notify SCMABC at info@scmabc.ca or fax to (604) 540-4023 so that we can update our records.

Career Opportunity

Position Title : Service Contracts Administrator
Employer : BC Hydro
Location : Burnaby
Date Listed : 08 October 2019
Competition End Date: October 15, 2019
Salary : Competitive



Job Summary

Position description:

Source: BC Hydro
Job Title: Service Contracts Administrator
Job Number: BCH-T-1548-191008E1
Job Location: Burnaby, British Columbia, Canada
Job Status: Full-time, Temporary

We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers for four years in a row.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Supply Chain Management Association
BRITISH COLUMBIA
Supply Chain Management Association British Columbia
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMABC. If you do change jobs remember to notify SCMABC at info@scmabc.ca or fax to (604) 540-4023 so that we can update our records.

JOB DESCRIPTION

Duties:

- Participates in developing service level agreements, including providing input to contract pricing and billing. Monitors contract delivery expectations, costs, and related contract and performance measurement, incentive and penalty details in discussion with the reporting manager, Field Services and clients. Compiles and presents information using advanced levels of software applications such as word processing, database, spreadsheet, graphics and desktop publishing
- Administers service contract for Field Services to Lines of Business and other Third Parties such as the outsourcing of support services, fleet and other services by: compiling costs and billing information; assisting with contract and relationship management; assisting in conducting benchmarking studies to compare, report and prepare recommendations on service quality and improvements. Sets up, monitors and reconciles a variety of information using contract/cost management and financial management systems and refers unusual data to manager; checks, codes and prepares invoices for sign off by others
- Participates in communicating policies, standards and processes for the management of contracts for Field Services in discussion with reporting manager, and through participation in various forums assists in supporting the service contract environment
- Provides support in customer interfaces (internal and external parties) through various stages of the contract by: assisting in defining service requirements to identify activities performed by Field Services, and preparing pricing documents, reporting templates, monthly status reporting etc; providing service delivery assistance on a day-to-day operational level.
- Performs a variety of duties including gathering, maintaining and creating data from various sources such as electronic files and information data sheets from technical staff; verifies data received, identifies discrepancies, updates and/or makes required changes
- Performs a full range of clerical, administrative and business duties such as preparing and processing a variety of documents, reviewing and verifying completeness and accuracy of information, identifying discrepancies, and contacting appropriate staff for clarification/verification
- Receives, prioritizes and routes unit correspondence to appropriate personnel for further handling, including locating file references; responds to enquiry's related to service provision in absence of manager; composes routine letters

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Supply Chain Management Association British Columbia
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMABC. If you do change jobs remember to notify SCMABC at info@scmabc.ca or fax to (604) 540-4023 so that we can update our records.

and memos

- Coordinates and integrates conflicting schedules for managers; monitors and prioritizes workflow through Manager's office
- Performs duties of a minor nature related to the above duties, which do not affect the rating of the job.

Qualifications:

- A minimum of 2 years in progressively more responsible administrative positions related to contract and facility management
- Experience in performance reporting with a well-developed applied knowledge of desktop computer applications
- Completion of High School diploma, plus experience with Business principles and administration, finance, reconciliation, management reporting, contract management, legal issues and administration, performance monitoring, research and benchmarking, computer application, communications report preparation and presentation knowledge
- Certificate in Business Administration or equivalent
- BC Hydro in house application programs such as BPR, PS Project, Contracts and Billing Modules
- Well developed listening, oral, written, communication, interpersonal and teamwork skills and ability to work in a multi-task environment.

ADDITIONAL INFORMATION

This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). <http://moveuptogether.ca>

The Service Contracts Administrator supports our Contract Professionals on post award activities for capital construction contracts. The role is administrative in nature, supports processing of invoices and changes to contracts through amendments, by using our internal software systems. In our division we follow outlined practices and policies, and we work closely with our internal customers and stakeholders.

This position requires advanced attention to detail, the ability to follow established processes and procedures, as well as working well in a large team in a fast paced environment.

Please note that the following are considered strong assets:

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Supply Chain Management Association
BRITISH COLUMBIA
Supply Chain Management Association British Columbia
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMBABC. If you do change jobs remember to notify SCMABC at info@scmabc.ca or fax to (604) 540-4023 so that we can update our records.

- Strong ability to multi task in a fast paced & changing environment
- Strong relationship skills to work in a team environment and ability to meet contractual deadlines
- Ability to learn and understand IT systems (internally called PassPort, Unifier, and SAP)
- Strong ability to prioritize and ability to manage own work load
- Strong drive and initiative
- Excellent Communication Skills – Verbal & Written

**** PLEASE NOTE:** This is a one year Full Time Temporary opportunity.

How to Apply

To Apply : Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html by **October 15th, 2019**.

Contact : https://app.bchydro.com/careers/current_opp.html
We're BC Hydro and we have a big job to do.

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

Business Profile : We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities. We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers for four years in a row.

It's our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do.

Company Web Site : https://app.bchydro.com/careers/current_opp.html

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



Supply Chain Management Association British Columbia
300 – 435 Columbia Street ~ New Westminster, BC V3L 5N8
Tel: (604) 540-4494 or 1-800-411-7622 ~ Fax: (604) 540-4023

Employers are advertising the following positions to the members of SCMABC. These postings may also be advertised elsewhere. If you are applying for one of these positions please let the employer know that you learned of it through their advertisement placed with SCMBABC. If you do change jobs remember to notify SCMABC at info@scmabc.ca or fax to (604) 540-4023 so that we can update our records.



Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.