



Job title: **Contracts Coordinator**  
Job ID: 20230123  
Location: Greater Vancouver  
Full/Part Time: Full-time  
Regular/Temporary: Regular

Join a company that has been a part of moving Metro Vancouver for over 35 years.

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates the Expo and Millennium SkyTrain Lines from our central facilities in south Burnaby. Our services connect downtown Vancouver to the cities of Burnaby, New Westminster, Coquitlam, Port Moody and Surrey. With the future expansion of both the Expo and Millennium Lines gathering pace, infrastructure renewal and new asset acquisition projects underway, this is an exciting time to join our team of over 1,200 dedicated employees, working on one of the longest fully-automated rapid transit systems in the world.

Our work encompasses roles such as administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

When you work for SkyTrain, not only will you help move Metro Vancouver, you will also have access to comprehensive benefits including paid vacation, medical benefits, transit passes, training and more. We are a proud equal opportunity employer, committed to a diverse and inclusive workforce.

Come explore what makes us one of BC's Top Employers!

### **Responsibilities**

Working under the direction of management prepares reviews, verifies procurement documents and issues change orders and amendments to contracts and various agreements including researching historical scope and contract documents.

Conducts operational solicitations using BCRTC procurement process and documentation.

Coordinates the processing of purchase requisitions and purchase orders, blanket orders, and contract purchase orders.

Assists internal customers with scope of work development for solicitations facilitated by BCRTC or TransLink Strategic Sourcing.

Ensures all contract documents including correspondence, technical information and legislated requirements are adhered to.

### **Qualifications**

#### **EDUCATION**

Requires Grade 12 graduation plus completion of the Supply Management Training or post secondary courses in a field related to contract administration, business administration and supply chain. Advanced spreadsheet and word processing plus knowledge of contract terminology is required.



## EXPERIENCE

Requires two (2) years experience in an area related to the preparation of complex contract and procurement documents, maintaining information for websites, and organizing competitive solicitation openings where advanced knowledge of contract and purchasing procedures and terminology has been gained. Requires up to six (6) months in the position to become familiar with BCRTC's policies, procedures, suppliers, and various contract requirements.

## Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

## Work Schedule

40 hours per week.

## Rate of Pay

Wage: \$39.00 per hour.

## How to Apply

Please click the 'Apply' button at the top right corner or go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line. A link to this job posting can be found [here](#).

Posting Date: February 22, 2023

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

## Equal Employment Opportunity

SkyTrain is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at [jobs@bcrtc.bc.ca](mailto:jobs@bcrtc.bc.ca).