

# Contract Coordinator

**Req ID:** 573

**Business Unit:** Planning & Protective Services

**Division:** Regional Housing

**Regular/ Auxiliary:** Regular

**Rate of Pay:** \$37.90 - \$42.97 per hour

**Hours of Work:** 70 hours bi-weekly

**Posting Date:** January 9, 2024

**Closing Date:** January 25, 2024

## Summary

The Contract Administrator is responsible for the preparation, review, tendering, coordination, and record keeping process for CRHC's capital contracts according to corporate, department and property management policies and procedures. Additionally, this position regularly communicates, collaborates and coordinates with other CRHC staff to ensure a strong team culture that supports CRHC goals and objectives.

## Key Duties & Responsibilities

- Prepares contract documents, posts to public notice boards such as BC Bid/ CRD Sitefinity and monitors through lifecycle in coordination with the Supervisor
- Ensures corporate contract procurement, execution, storage and payment processes are followed.
- Ensures bonding, WorkSafeBC and insurance requirements throughout contract or standing agreement duration.
- Monitors contracts ensuring supplier performance, adherence to all terms, conditions and quality. Investigates issues or discrepancies and reports to the Supervisor, in a timely manner
- Works with CRHC Staff, contractors, consultants and other staff to coordinate contracted work; ensuring all parties receive accurate, timely information that impacts the complex.
- Maintains accurate records and tracking process of all capital projects including warranties and deficiencies. Prepares contract billing with proper authorizations for timely payment processing including statutory lien holdbacks
- Receives, reviews and verifies all contract invoices for accuracy and recommends payments; maintains accurate records and budgets.
- Participates in project grant funding process; preparing applications, verifying invoicing, payments and submitting reporting and completion documents as required.
- Responds verbally or in writing to inquiries, complaints regarding capital projects Contracts from residents, neighbours and service contractors in coordination with the Supervisor.
- Establishes and maintains good working relationships with vendors, external stakeholders, partners and all internal customers.
- Ensures all formats and templates are in place, proofread and current for effective and accountable management of contracts for the department.

- Prepares a variety of complex correspondence, contracts, briefing notes, spreadsheets and develops various reports for analytical purposes.
- Prepares budget reports to track, monitor and document project costs and project detail throughout the year. Assists in annual budget preparation.
- Sources component options when modernization or alternates are required.
- Acts as an administrative champion and supports training and guidance for ongoing systems and processes as required. Champion roles include areas, such as: component selection, energy efficiency,, etc.
- Responsible for maintaining inventory in SAP materials, if applicable.
- Maintains logs and files legal originals and associated drawings.
- Follows all policies, procedures and standards of CRD/CRHC.
- Performs other related duties as required.

### **Key Skills & Abilities**

- Excellent communication (verbal and written), interpersonal and customer service skills.
- Advanced MS Word, Excel, PowerPoint and Outlook and SharePoint skills.
- Advanced proficiency and experience using Adobe Professional software.
- Substantial experience with computerized asset maintenance systems such as SAP Plant Maintenance.
- Thorough knowledge of contract tendering procedures and legal requirements.
- Considerable experience with project coordination with a focus on capital projects.
- Considerable accounting experience related to capital projects and property management.
- Thorough knowledge of capital project terminology and payment processes including rules, regulations and rebates.
- Thorough knowledge of building and technical terminology related to residential construction.
- Thorough knowledge and experience working with the Residential Tenancy Act and Regulations, policies and procedures related to social housing management.
- Thorough knowledge of administrative procedures, labour legislation, collective agreement language, WorkSafe BC practices/protocols and OHS Regulations.
- Strong ability to scrutinize and analyze complex financial and technical data.
- Strong ability to set up complex correspondence, reports, tables and spreadsheets.
- Thorough knowledge of grammar, spelling and proper formats and styles for business correspondence and proof reading and editing skills.
- Strong organizational skills, including the ability to work under pressure, prioritize work and to set and meet deadlines.
- Strong attention to detail with a commitment to data accuracy and integrity.
- Strong ability to maintain professionalism, objectivity, confidentiality and integrity in all situations.

### **Qualifications**

- Diploma in a related discipline
- A minimum of 5 years' directly related experience
- An equivalent combination of education and experience

### **Certifications**

- Acceptable criminal record check. The applicant/incumbent is required to undergo a criminal record check to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment.
- Valid BC Driver's Licence

## **APPLICATIONS**

To apply for this exciting opportunity, please go to [www.crd.bc.ca](http://www.crd.bc.ca), under 'Careers' to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

*The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.*