



Job Title: **Senior Contract Specialist**
 Location: **Squamish, BC – Woodfibre LNG Site**
 Reports to: **Supply Chain Manager, Operations**

Project

The **Woodfibre LNG** Project is located approximately 7 km west-southwest of Squamish, British Columbia. It involves the construction and operation of a liquefied natural gas (LNG) export facility on the previous Woodfibre pulp mill site, which would have a storage capacity of 250,000 m³ and would produce approximately 2.1 million tons per year of LNG.

Woodfibre Management Ltd. is a privately held Canadian company based in Vancouver and a subsidiary of Pacific Energy Corporation Limited.

Position

The **Senior Contract Specialist** is an integral part of Woodfibre LNG's dynamic team. You will support our ongoing operational readiness activities. In this role, you will provide end-to-end procurement and contracting support for our Operations team, ensuring seamless supply of materials and services required for plant operations, maintenance, and reliability programs. Using your SAP expertise, you will manage the full procurement lifecycle—from planning and strategy to award, contract administration, and ongoing supplier management.

You will also support operational excellence initiatives, engage with suppliers to optimize performance, and contribute to programs that strengthen local and indigenous supplier relationships. The successful candidate will report directly to the Supply Chain Manager, Operations and will be located in Vancouver office and transition to Squamish, British Columbia.

Key Responsibilities:

The successful applicant will:

- Manage day-to-day contract and procurement work to support the operations of the LNG plant, including but not limited to procurement of goods and services, with a strong focus on planning and executing maintenance and repairs, turnarounds and facility-related contracts.
- Lead procurement and contracting activities in support of client needs - Understand internal needs, external market, develop go-to market recommendations, RFP packages, and execute commitments using established procedures and standard documents/forms.
- Analyze suitability of potential suppliers in accordance with Company Vendor qualification criteria. Maintain records of approved, current, and potential suppliers by commodity or service.
- Develop and lead formal RFX processes for long-term commitments and sizable contractual obligations.
- Perform pre-bid and pre-award meetings. Analyzes suitability of bids dependent on time constraints, cost, terms and conditions, HSSE, and quality assurance. Prepares bid evaluations and seeks appropriate approvals of awards.
- Monitor and report on status of procurement and contract completion for activities of the team members you are supporting.
- Contract administration and Supplier Performance Management - On-going support of contract management plans and the coordination of managing key performance indicators.
- Manage all post award contract administration in SAP to ensure compliance and efficiency. Play a key role in supporting VP, Procurement and Supply Chain in developing business requirements and relevant procedures for Contract award and post award related system and process development.

Internal

- External Stakeholder Engagement – Lead interactions and manage deliverables with key external stakeholders related to procurement & contract planning and activities.

Required Experience:

- Over 10 years of hands-on experience in an Operations Procurement & Supply Chain environment, ideally in the refineries, petro-chemical or related manufacturing environment, and directly involved in the end-to-end process related to service contracts in repairs, maintenance and turnaround.
- Knowledge of Canadian marketplace especially British Columbia labor market including business practice and local communities is desirable.
- Undergraduate degree in Engineering, Business, Management, Accounting & Finance or professional certification is desirable.
- Experience in oil and gas downstream, capital projects, General Maintenance Contractor or manufacturing maintenance is considered a strong asset.
- SCMP (Supply Chain Management Professional) designation is strongly preferred.

Additional Requirements:

- Experience working with large multi-disciplinary teams and contractors in a multicultural environment is an asset.
- Communication/interpersonal skills – interacting with front-line workers through to management and all hierarchical levels.
- Accepts responsibility and demonstrates a commitment to the delivery of tasks and targets.
- Exceptional written and verbal communication skills.
- Ability to work well under pressure, handle multiple tasks, and change priorities within tight time frames.
- Demonstrates and seeks accountability within the team.
- Ability to work collaboratively within a team environment.
- Expertise with a variety of computer programs (e.g., MS Office, SAP S4 Hana)
- Motivated and willing to take ownership of tasks.
- Energetic in pursuit of continuous improvement processes.
- Shares knowledge readily and encourages personal development.
- A valid driver's license (with abstract) and passport.
- **Must be legally entitled to work in Canada.**
- This role will be a combination of office and site based.

Only qualified candidates legally entitled to work in Canada will be contacted.

Woodfibre Management Ltd. is an equal opportunity employer.

Thank you in advance for your interest!

Apply URL hyperlink

<https://apply.workable.com/woodfibre-management-limited/j/C33E8AE31F/>