



Job Title: **Contracts Coordinator**
Job ID: 20220759
Location: Greater Vancouver Area
Full/Part Time: Full-Time
Regular/Temporary: Regular

Marketing Statement

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

Responsibilities

Working under the direction of management prepares reviews, and verifies procurement documents and issues solicitations (i.e. Requests for Proposal, Invitation to Tender, Expression of Interest, Requests for Pre-Qualification and various other contract information) including researching historical contract documents. Coordinates the processing of purchase requisitions and purchase orders. Reviews project requirements and determines which tenders will be advertised and prepares and forwards invitations to tender for publication. Maintains TransLink procurement opportunities on various web sites. Receives all bidder queries and coordinates and prepares addendums to address contractual/technical revisions seeking internal approval when necessary. Organizes and attends public tender openings and bidder/vendor presentations, records price information of tenders, reads and records minutes of meetings. Ensures award documentation and appropriate authorization is in place prior to award of contract and compliancy of bidders with corporate policies and procedures. Ensures all contract documents include correspondence, technical information and legislated requirements. Provides direction to Purchasing Assistant with regard to workload, prioritizing, etc.

Qualifications

EDUCATION

Requires Grade 12 graduation plus 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 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 general knowledge of contract and purchasing procedures and terminology has been gained. Requires up to six (6) months in the position to become familiar with TransLink'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.

COVID-19 Safety Vaccination Policy

To support public health, and protect the health and safety of our employees, customers, and their families, TransLink employees will be required to be fully vaccinated against COVID-19 and will need to provide proof of full vaccination status in compliance with the employer's COVID-19 Safety Vaccination Policy.

Accommodations may be applicable under the BC Human Rights Code. Should an applicant be unable to provide proof of full vaccination, and should an accommodation be requested, additional information will be required to determine whether the individual is entitled to be accommodated.

Work Schedule

37.5 hours per week.

Work Designation

Hybrid

This position offers the flexibility of working both on-site and remotely within B.C.

Rate of Pay

Salary starting from \$5,586 per month

The Total Compensation Package includes Extended Health, Transit Pass and enrollment in the Public Service Pension Plan upon eligibility. Focus on your development through training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Visit our [Career Page](#) and apply through our job portal. Should you have any issues, please visit our [System Requirements](#) page or email jobs@translink.ca for assistance.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.



Closing Date: Open until filled.

Only those who are shortlisted will be contacted by a member of our team.

Equal Employment Opportunity

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

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@translink.ca.