



Contract Manager

The Municipal Group of Companies, based in Bedford Nova Scotia, is a large, diversified organization engaged in all major aspects of the heavy civil construction, mining, and environmental services within the Atlantic Provinces. We are currently seeking a determined, skilled individual with a proven track record with the expertise of a **Contract Manager** with a speciality in **IT** to join our team from our office in Bedford, NS.

Job Summary:

The Contract Manager is responsible for developing and executing our sourcing strategy for all IT hardware and software ensuring alignment with corporate objectives.

Primary Duties and Responsibilities:

- Developing and managing performance measures
- Lead all sourcing events and negotiations, including but not limited to the preparation and issuing of RFP's, RFQ's and RFI's
- Negotiate contract terms and conditions
- Recommending contract awards
- Work in collaboration with business stakeholders, including but not limited to the legal and finance team
- Other duties as requires

Required Knowledge, Skills, Abilities, Education, and Experience:

- Post-Secondary degree in a related field
- SCMP Designation is considered an asset
- Five or more years' experience in procurement with a focus in the IT space would be considered an asset
- Knowledge of purchasing, contract techniques and procedures
- Strong knowledge of internal controls, and financial management
- Ability to communicate effectively, both verbally and in writing with all employees, management, and outside contacts
- Strong relationship building
- Ability to work within a team environment
- Excellent time management skills
- Detail orientated
- Energetic with a positive attitude

What we offer:

- Above average competitive wages
- Comprehensive benefits and pension plan
- Company provided training and development
- Opportunities for growth in all areas of the company
- Corporate discounts
- Employee and Family Assistance Program

A comprehensive pension and benefits package are offered with this position along with opportunities



for advancement and training and development.

Application Process:

Completed applications should be submitted to:

Human Resources

Attention: Taylor Blake

Via Email: tblake@municipalgroup.ca

Please reference “**Contract Manager**” in the subject line.

We are an equal opportunity employer that encourages all interested candidates to submit a detailed resume.



MUNICIPAL GROUP OF COMPANIES