

POSITION: CONTRACTING & PROCUREMENT COORDINATOR

DEPARTMENT: FINANCE

CLASSIFICATION: BAND 6 (\$33.61 - \$36.47 PER HOUR, 37.5 HOURS PER WEEK)

DEADLINE FOR APPLICATIONS: 4:00 P.M., SEPTEMBER 27, 2023

ROLE PROFILE:

The Contracting & Procurement Coordinator is responsible for the day-to-day administration of the purchase order system, RFX management and procurement contracts. RFX includes Request for Tender, Standing Offer, Proposal, Expressions of Interest and Quotation.

JOB DUTIES:

RFX

- RFX includes Request For Tender, Standing Offer, Proposal, Expressions of Interest and Quotations.
- Work with internal clients to determine specifications, quantities of materials and services, and to establish evaluation criteria
- Work with both internal staff and with marketplace to develop requirements and specifications
- Work with internal clients to advise on appropriate RFX methodology
- Prepare RFX advertisements for placement in the newspaper, posting on the HIAA website, and posting to external Tender Bulletin Boards.
- Prepare and gather documentation for all RFX and assign contract numbers
- Submit RFX documents to Corporate Legal Counsel for review prior to issue
- Compile and distributes RFX packages
- Distribute RFX documents to prospective bidders in a consistent manner, including issuing of Addenda
- Post RFX documents to HIAA's web page and external tender posting sites as applicable
- Maintain lists of bidders/proponents for each RFX call, recording company name, address, phone number, fax number, e-mail address and contact person
- Respond to calls from prospective bidders, log questions, obtain answers and distribute answers to bidders
- Maintain database of RFXs and closing dates
- Participate in site visits and RFX briefings and take minutes when required
- Manage the RFX response receiving process
- In the absence of the Manager, Procurement, conduct RFX openings and record the required information in the RFX register
- Distribute RFX results to internal clients, record conflict of interest declarations.

- Prepare correspondence, including routing documents and award and non-award notices, for distribution.

Contracts

- Update contract templates or create new contract documents in accordance with the terms proposed in the RFx
- Prepare and/or receive duly authorized and coded requisitions as part of the payables process
- prepare, assemble and bind the contracts
- Submit contracts to Legal Counsel's office for review prior to execution
- Manage bid bonds and surety bonds
- Prepare correspondence related to contract and RFx processes for Manager's signature and facilitate distribution
- Prepare and manage hard copy distribution of contracts and other legal documents
- Prepare check lists regarding receipt of bonding and insurance for Manager's signature
- Route documents to authorized individuals for signature. Follow up as required
- Upon execution, scan and distribute copies, maintaining originals in Contracting & Procurement
- Manage bring forward and follow up dates for associated contract documentation

Supply Management

- Advise internal clients on the best supply chain management practices, in compliance with the Contracting & Procurement Policy and the Authorization Policy
- Assist other departments in procurement and supply management as needed, including identifying opportunities for standing offer
- Prepare Purchase Orders in Oracle, ensure purchase orders are coded properly when input into the financial system
- Work with internal clients to determine specifications and quantities of materials and services and coordinate delivery based on the requirement
- Investigate sources of materials and services, and obtain best value pricing
- Establish new Vendors, including set up in Oracle
- Complete credit applications where required by new Vendors
- Maintain the Purchase Order and Credit Log databases
- Maintain the Contracting & Procurement presence on the corporate SharePoint site
- Advise and troubleshoot purchase order and receipting issues for Departmental Buyers

OCCASIONAL DUTIES:

- Maintain BF system to ensure departments are reminded of expiry dates of service contracts well in advance to ensure they are renewed or tendered on a timely basis
- Oversee maintenance of the filing system for all purchase orders, contracts and service agreements

QUALIFICATIONS:

- Post secondary education
- Advanced training in or Certification in Supply Chain Management (CPPB, SMT, CPP, SCMP, or equal)
- Other applicable education
- Three (3) years of experience in Supply Chain Management
- Experience working with contract documents and RFX processes
- Experience working with MS Office and Access
- Knowledge of sound supply chain management principles and their application
- Ability to interpret and apply HIAA policies and procedures
- Knowledge of MS Office, Adobe PDF and computer based financial systems
- Familiarity with Construction Association of Nova Scotia (CANS) contract forms and documents

WHAT WE OFFER:

- The opportunity to be part of a team delivering best value procurement solutions to the regions largest airport.
- A focus on Safety, Security, Sustainability, and employee wellness.
- Supportive and engaged Management and Teammates.
- An organization that gives back to the community it serves.
- Excellent salary, pension, and benefits package
- Professional Development and Training
- Parking
- Flexible Work Options

HIAA is an equal opportunity employer

We encourage women, Aboriginals, persons with disabilities and racially visible persons to apply and self-identify.

Apply on-line at: <https://halifaxstanfield.ca/airport-authority/who-we-are/careers/>