

Role:

Assistant Contract Administrator (3 positions)

Sector:

Transit / Transportation in Government Setting

Location:

Toronto, Ontario (at present, all work is remote / work from home)

Role Background:

Reporting to the Category Manager, this role is responsible to co-ordinate and administer the day-to-day activities associated with contract administration activities of contracts relating to contracts involving design engineering consultant services consistent with Company procurement policy and departmental procedures and guidelines.

Description of Duties and Responsibilities:

- Interpreting Contract and ensuring compliance with contract terms and the requirements of the scope of the work
- Evaluating/negotiating commercial aspects of work plan submissions
- Processing work plan releases
- Administrating payment process including negotiating contract price breakdowns,
- Progress payments, off-site inventory payments, preparing/processing certificates of payments and assessing back charges and liquidated damages
- Processing release of holdback payments as per Construction Lien Act
- Preparing estimates for proposed changes/amendments/claims
- Processing requests for quotes, contract amendments/changes and change directives
- Evaluating and preparing analysis of contractor's submissions for changes and claims
- Analyzing rationale for contract changes/claims with contractor's as well as coordinating support from other departments.

Educational Qualifications:

- University degree or College Diploma in a relevant discipline or a combination of education, training and experience deemed to be equivalent
- Desirable: Accreditation as a Certified Construction Contract Administrator, Certified Professional Purchaser (CPP), Certified Supply Chain Management Professional (CSCMP), Certified Public Purchasing Officer (CPPO), or equivalent is considered an asset

Experience:

- The ideal candidate has 1-3 years of work experience, with some exposure to procurement / contract related work
- Knowledge of public procurement and/or contract administration concepts and practices
- Experience in contract development, in cooperation with legal counsel
- Experience conducting procurement projects in the public sector
- Experience leading and/or managing procurement processes for procuring goods or services, utilizing leading practices and methodologies which may include dialogue, and/collaboration with vendors
- Experience providing strategic advice to support client in planning, developing and executing of procurement processes for complex/advanced procurement
- Experience working with clients and key stakeholders to develop problem statements, outcome-based specifications and value-based evaluation criteria

Other Skills and Technical Requirements:

- Previous experience in a Government setting (Mandatory)
- Strong organizational skills and the ability to multi-task effectively
- Ability to prioritize the various activities to maximize efficiency and meet deadlines
- Effective interpersonal, organizational, multi-tasking, verbal, and written communication skills
- Ability to co-ordinate efforts of others to accomplish objectives
- Effective analytical and problem-solving skills and must be detailed oriented
- Strong mathematical skills
- Proficient in Microsoft Word, Excel, SharePoint

Start Date / Hours / Term:

- Interested applicants should respond by noon Monday January 18, 2021
- Start Date within 1-2 weeks
- Minimum 9-month term
- 35-hour work week, standard business hours

Contact Details:

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