



Contract Administrator - Procurement

Regular Full Time

Salary Range: \$49,178.00 To \$55,257.00 Annually

The City of Markham, an award-winning municipality with more than 350,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

We currently have an exciting opportunity for a full time Contract Administrator to join our Procurement team within the Corporate Services Commission. While all applications will be received, current members of CUPE 905 (Inside Workers) will be given first consideration. To apply, please submit your cover letter and resume on-line by **May 12, 2021** to www.markham.ca/careers.

Position Summary:

Reporting to the Sr. Manager of Procurement & Accounts Payable, the Contract Administrator will work closely with a team of five (5) Buyers and is responsible for all aspects of contract administration including preparation and issuance of award letters, updating project databases, validating contract documentation (i.e. insurance and WSIB) and preparing/issuing purchase orders. In this role, you will also be responsible for managing all active contracts and providing the City's internal clients with updates regarding the expiration of existing contracts.

Key Duties and Responsibilities:

- Drafting notice of award letters; reviewing and approving contract documentation from successful bidders (surety bonds, letters of credit, insurance, WSIB) and ensuring compliance to procurement policies and procedures;
- Issuing purchase orders electronically using the City's on-line bidding system;
- Generating and maintaining Procurement documentation for purchase order amendments;
- Supporting the Procurement team with vendor/supplier performance in relation to contractual agreements;
- Managing all active contracts and ensuring documents are submitted and maintained electronically in the City's bidding system;
- Tracking and updating internal User Departments regarding contract expirations and renewals;
- Maintain contract files and records; prepare status reports;
- Provide ongoing assistance to staff in the administration of contractual agreements;

- Support other responsibilities associated with this position as determined by the Sr. Manager of Procurement & Accounts Payable.

Minimum Qualifications:

- Minimum of High school and 1-3 years of related experience is required;
- Supply Chain Management Professional (SCMP) or Certified Professional Public Buyer (CPPB) would be an asset;
- Strong written and oral communication skills, excellent interpersonal skills;
- Ability to work in a fast paced environment;
- Confidence working in a highly computerized environment and proficiency using Microsoft Excel (Pivot Tables), Microsoft Access and PowerPoint;
- Experience with the City's on-line bidding system "Bidsandtenders.ca" would be an asset.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.