

# Employment Opportunity

## Orano Canada

### Senior Contracts Administrator (Saskatoon)

Reporting to the Director, Supply Chain Management, this position is responsible for the following duties:

**Responsibilities include:**

- Develop and lead contracting strategies through to award and close out for Services, Supplies, Engineering, and Construction contracts.
- Assist in the development and implementation towards an effective strategic sourcing strategy focusing on cross functional data analysis, market research, gathering of business requirements, specifications, and forecasts to ensure supply and cost effectiveness, minimize supply risk, build market detailed baskets focused on cost drivers and maximize vendor competitiveness.
- Prepare RFQ packages and evaluate vendors and contractor proposals.
- Stay current on internal customer needs, local and global commodity price trends, price drivers, and maintain awareness of emerging technologies.
- Challenge scopes of work and specifications to ensure design-to-cost methodology is applied.
- Co-ordinate and conduct vendor kick-off meetings and contract closeouts.
- Attest contractor invoices in compliance with established contract terms.
- Provide post-contract execution support to teams including assistance with vendor dispute resolution, performance management, incentives, liquidated damages penalty provisions, contract extensions, change orders, and terminations.
- Support the warranty management process, escalating issues as necessary.
- Develop and maintain applicable KPI's related to vendor performance and cost savings initiatives.
- Ensure compliance to Orano's corporate Supply Chain Management policies, procedures and relevant statutory obligations.
- Develop application of guidelines for vendor selection and qualification.
- Create opportunities for effective supplier relationships while pressing cost effectiveness and reliable delivery.
- An overriding commitment to health, safety, environment responsibility, and sustainable development.
- Work with stakeholders to ensure contracts are created and executed in compliance with Orano's policies, processes and procedures and relevant legislation.
- Work closely with Contract Owners and other key stakeholders to ensure contracting processes are implemented in a timely fashion to meet business requirements.
- Build and maintain viable long-term business relationships with internal customers, vendors, and contractors.
- Co-ordinate the execution and distribution of documents.
- Stakeholder Engagement: Negotiate with smaller groups of internal and external stakeholders on a middle management level.



- Participate in continuous improvement initiatives.
- Other duties as assigned.

**Skills and Qualifications for the position include:**

- Degree in Administration and Management or Commerce, Law, Engineering or related disciplines.
- SCMP designation.
- Expert/professional that has guided, developed, and influenced practice in the Supply/Category Management area with a minimum experience of 10 years. Requires detailed knowledge of principles and concepts in contract administration and strategic sourcing.
- Managed continuous improvement projects.
- Demonstrated advanced written and oral English language proficiency.
- Demonstrated experience in leading large and complex contracts.
- Strategic sourcing experience.
- Experience in managing a portfolio of spend categories.
- Experience in managing supplier relationships.
- Advanced proficiency in MS Word, Excel, Power Point, and SAP.
- Motivated, high-energy, and proactive mindset.
- High degree of ethics, discretion, honesty, rigor, fairness, and sound business practices.
- Strong Presentation and Facilitation skills.
- Exceptional organizational, problem solving and analytical skills.
- Detail orientated with drive for efficiency and timeliness.

**Work Location & Schedule:**

- Saskatoon, Saskatchewan
- Occasional travel to mine site for face to face communication and requirements assessments.

*As a condition of employment the successful candidate must complete Orano's pre-employment checks including education verification and employment reference checks.*

*Drug (including marijuana) and alcohol substance testing is a requirement for all Safety Sensitive positions. Applicants who have recently used marijuana recreationally may not pass a substance test as marijuana can remain in the user's system for as many as 30 days after use.*

*Orano is an equal opportunity employer. We value the knowledge, experience and cultures and commit to the advancement of Indigenous Peoples, Women, Visible Minorities and People with Disabilities and strongly encourage all candidates from these designated groups to apply for our career opportunities.*

**Apply online at [www.oranocanada.com](http://www.oranocanada.com) by November 15th, 2019.**

**Job #: 019-085-S**

HR Authorization: Sharisse Carr

