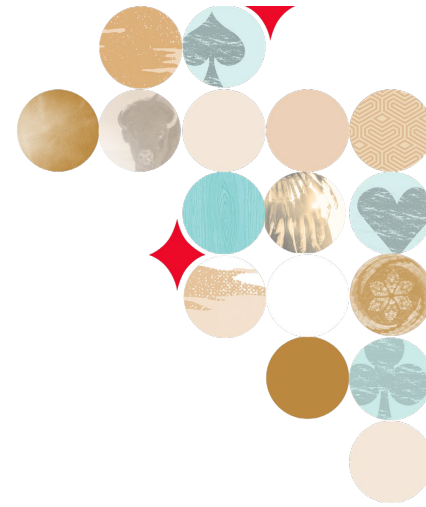




Saskatchewan Indian Gaming Authority

103 Aspen Place
Saskatoon, SK Canada S7N 1K4
T: 306.477.7777
F: 306.477.7582
SIGA.ca



Contract Administrator - 1 Full-time Term

Competition #: 209.2

Job Classification: Salaried

Salary Range: \$68,900.00 - \$86,100.00

Job Type: 14-Month Term

Education:

- Successful completion of Grade 12 with a minimum of a Legal Assistant/Paralegal Diploma/Certificate or related work experience.

Experience:

- Supply Chain Management Professional (SCMP) or similar certificate would be most desirable.
- Minimum of 2 years' experience in contract administration.

Main Duties

Reporting to the Director, Procurement, this position focuses on risk mitigation in support of organizational excellence, by administering SIGA's contract activities in accordance with procurement law and best practices.

Responsibilities include: Drafting, revising, and monitoring the development, execution and tracking of all SIGA contracts, Statements of Work and leases. Reviewing and monitoring entertainment contracts. Responding to requests for assistance regarding the application of contracts, preparation of Statements of Work, as well as information on specific contracts and activity reports. Gathering information from a wide variety of sources, as required to ensure complete data is available, and that contracts and Statements of Work are prepared accordingly. Participating in contract negotiations. Maintaining related records and correspondence, in both digital and hardcopy filing systems. Participating in other projects and activities as required, to ensure the orderly administration of contracts and related functions.



Conditions of Employment

- Successful candidates are subject to a background check as well are required to obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA)/Indigenous Gaming Regulators (IGR).
- The minimum age to work in a casino or any area where gaming can be seen is 19 years of age.
- Some SIGA locations operate in a high sensory environment. You may be required to work in an environment where you will be exposed to tobacco smoke, high noise levels, flashing and blinking lights, and a congested workplace. SIGA adheres to all occupational health and safety regulations and makes every effort to limit the adverse effects of these elements.
- As our organization values employee and patron safety, SIGA has instituted a Drug & Alcohol policy for its employees.
- Compliance with all regulatory requirements as may be applicable to your position including but not limited to both SLGA requirements and the Anti-Money Laundering requirements set out in the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and regulations and policies made thereunder by Canada and FINTRAC.

Core Organizational Competencies:

- Adapting to Change
- Communication
- Customer Service
- Decision Making
- Results Oriented
- Working with Others

To apply, please visit: <https://siga.mua.hrdepartment.com/hr/ats/JobSearch/viewAll/>

Close date: December 1, 2023