



Job title: Contract Management and Procurement Specialist (Full-Time, Term)
Location: Any Saskatchewan Polytechnic location in Saskatchewan
Closing date: April 2, 2024

Job Description:

1. Facilitate or support the RFx process using a professional procurement and contracting model that addresses each phase of the procurement process:

- Planning
- RFx Development
- Solicitation
- Evaluation and Award
- Contract Execution
- Debriefing

Contract Management2. Review draft agreements and provide risk assessment that includes language to mitigate the risk and facilitate negotiations pertaining to said risks for internal stakeholders.

3. Recommend and engage external legal council as required, review and approve legal billing

4. Work with stakeholders to ensure contracts are created and executed in compliance with company policies, processes, procedures, and relevant legislation

5. Drafting amendments, extensions, change orders and execution of agreements as needed

6. Verify supplier's insurance, safety, and quality documentation for all applicable contracts

7. Review payment terms and delivery terms, assess risk and recommend best alternatives, for example escalation clauses or INCO terms

8. Participate in presentation of Bid Package to customer including facilitate or attend project kick-off meetings to ensure contract compliance requirements are established at the onset of project award

9. Ongoing review of project status and compliance with contract terms

10. Oversee and support client invoice compilation and submittals in accordance with contract agreements including validating sub-contractor invoices, change orders, rates, rate schedule, equipment, and materials costs

11. Review of project procurement requests to ensure contract compliance and existing financial commitment availability

12. Monitor progress billings and authorize payments to subcontractors within contract terms.

13. Review and support contract close-outs including providing confirmation to Project Owner/Coordinator of final vendor invoicing, declarations of completion

14. Provide support and leadership to other members of the procurement and contracts team

Qualifications:

Post-secondary diploma in business, accounting or commerce or an equivalent combination of training and/or experience and contract or supply chain management designation.

2. Five (5) years recent and relevant experience in contract management and procurement; which includes 3 years' experience in drafting, reviewing, negotiating and contract management; or an

equivalent combination of training and/or experience.

3. Demonstrated working knowledge of contract law.
4. Demonstrated proficiency in analytical and negotiating skills.
5. Effective interpersonal and communication skills (both written and verbal).
6. Demonstrated ability to problem solve under deadline pressures and competing priorities.
7. Demonstrated ability to work independently in a team environment with minimal supervision.
8. Demonstrated proficiency with software applications (i.e. Microsoft programs Excel, Word, PowerPoint) and administrative activities.
9. Demonstrates valuing diversity.

Apply to: <https://careers.saskpolytech.ca/postings/53867>