

Contracts Specialist

Position Summary

The Contracts Specialist is responsible to provide contracting activity as it applies to the provision of major goods and services required primarily for KSPC's projects portfolio. The Contracts Specialist will work with key stakeholders in order to understand their requirements, conduct contractor pre-qualifications, prepare and issuing of bid documents, prepare and distribute addendums, prepare proposal clarifications and complete commercial evaluations, negotiate terms, write and issue award recommendations, write and issue contracts for execution. The position is also responsible for contract post-award activities such as executing contract amendments and supporting contractual conflict resolutions.

Work location will be Saskatoon or at the Bethune Mine Site however consideration can be made for alternative work arrangements for extenuating circumstances. Periodic travel between site and Saskatoon will also be a requirement from time to time.

Key Responsibilities

- Lead the full range of procurement processes for contracts in a cross-functional group environment.
- Prioritizes work based on criticality and time requirements.
- Develop and implement contract strategies, support and implement negotiating strategy, and execute successful contracts.
- Guide internal stakeholders on Procurement Policies and Procedures including documentation requirements.
- Understand and align strategies, priorities, and plans with the overall objectives of the contracts and key stakeholder groups, as directed.
- Prepare and administer requests for proposals and/or quotations, ensuring compliance with competitive bid laws through to final award and execution of contracts.
- Lead sourcing development for contracts, solicit and evaluate bidder proposals, negotiate commercial terms and conditions, provide recommendations for contract award and issue purchase orders and contracts for equipment, materials, service, and construction packages with a broad range of criticality and complexity levels.
- Pre-qualify suppliers and contractors to reduce risk and increase ROI.
- Develop RFP/RFQ documents, and work with End Users to align Scope of Work.
- Develop RFP/RFQ Commercial evaluation criteria and weightings.
- Complete commercial reviews and preparation of bid comparisons.
- Lead bid review team and negotiations.
- Prepare Letters of Recommendation.
- Conform Contract Documents and issue for execution.
- Participate in progress meetings and monitoring of procurement schedules.
- Identify continuous improvement opportunities within the procurement process.
- Evaluate contract changes to ensure effective change management and mitigate financial implications. Execute contract changes based on the post-award process.
- Acts as the primary point of contact for any contract term disputes escalated by the contract owner or contractor.
- Provides support to General Counsel, Insurance, and contract owner regarding dispute resolution, as requested.
- Supports and advances internal KPI requirements for cost savings, PO cycle time, PO tracking, Inclusion and Diversity (esp. Indigenous Relations) initiatives.

Qualifications and Experience

- 7 plus years relevant contracts experience, preferably with major projects (>\$15M)
- Certification preferred, including one of Supply Chain Certification, SCM Diploma, SCMP Designation, or equivalent
- College Diploma or University degree preferred in Business, Accounting, Purchasing or related field
- SAP MM and Ariba experience is a benefit
- Demonstrated relationship building skills
- High degree of knowledge of contracting principles including the ability to research, analyze, negotiate, and close various types of contract types within the guidelines of good business and ethical practices
- Excellent computer skills, including ERPs, Microsoft Office and Outlook
- Ability to work with internal and external suppliers in a professional manner
- Demonstrate the ability to work both independently and within teams
- Must be self-motivated, results oriented, and able to work under stress of multiple competing deadlines
- Must have strong written and verbal skills
- Knowledge of legislation and regulatory environment as it relates to contracts and supply chain management
- Ability to organize data and information in a coherent way in order to make strategic recommendations for decision.

Application Deadline: February 18, 2026

[Learn more and apply here.](#)