

Employment Opportunity

Orano Canada

Contracts Administrator, Supply Chain (Saskatoon)

Orano Canada is a leading producer of uranium in Canada, working to power the future with clean energy!

The Contracts Administrator will assist with shaping strategic sourcing and contract administration. You'll develop application guidelines for vendor selection and prepare RFx packages, including negotiating vendor proposals, and supporting post-contract execution, from dispute resolution to performance management. You'll foster relationships with internal customers and vendors ensuring compliance of company and corporate Contract Administration policies and promoting continuous improvement. Though an intermediate role, we welcome candidates with a range of academic and experience levels. If you are excited about this role, we encourage you to apply!

Responsibilities include:

- Develop RFx packages, contractual commercial terms, and evaluate and negotiate vendors' proposals
- Assist in the development and implementation towards effective strategic sourcing strategies
- Support teams post-contract by assisting with vendor dispute resolution, performance management, incentives, liquidated damages penalty provisions, contract changes, and terminations
- Cultivate and sustain business relationships with internal customers, vendors and contractors while fostering effective supplier relationships to enhance cost efficiency and delivery
- Collaborate with stakeholders to ensure contracts are created and executed in alignment with Orano's policies, processes, procedures and relevant legislation
- Work closely with Contract Owners and key stakeholders to ensure contracting processes are implemented promptly to meet business requirements
- Promote and support Operational Excellence, OE Culture and participate in continuous improvement initiatives
- Comply with all Orano health, safety and environmental policies, practices and procedures
- Promote and adhere to Orano Canada's values: Customer Satisfaction, Continuous Improvement, Respect and People Development, Cohesion and Team Spirit, and Exemplarity, Integrity, Responsibility

Skills and Qualifications we're seeking:

- A combination of education and/or work experience within the Administration, Management, Commerce, Law, Engineering or related disciplines will be considered
- SCMP designation is an asset
- Minimum 5 years' contract administration and strategic sourcing experience including progressive responsibilities
- Experience managing continuous improvement projects
- Demonstrated advanced written and oral English language proficiency
- Demonstrated experience in leading large and complex contracts
- Advanced proficiency in MS Word, Excel, Power Point, and SAP
- Cooperative and collaborative, enjoys working in a team environment



- Flexible and able to adapt quickly to various customers and changing priorities
- High degree of ethics, discretion, honesty, rigor, fairness, and sound business practices
- Strong Presentation and Facilitation skills
- Detail oriented with exceptional organizational, problem solving and analytical skills
- Excellent time management skills to coordinate efforts, prioritize work, and meet deadlines

Work Location & Schedule:

- Saskatoon, Saskatchewan
- Occasional travel to McClean Lake Operations for face-to-face communication, meetings and required assessments (approximately 2 - 4 times per year)

Benefits and advantages of working with us:

- Competitive salary and benefits package
- Training and development opportunities
- Fitness equipment available for use on work/camp premises
- Career advancement opportunities, social committee, interesting projects and opportunities to get involved in our strong commitments to communities

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 of all individuals and are committed to the advancement of Indigenous Peoples, Women, Visible Minorities and People with Disabilities. We strongly encourage all qualified candidates from these designated groups, including those with disabilities, to apply for our career opportunities. We are dedicated to creating an accessible workplace for everyone.

Apply online at www.orano.group/jobs/en by August 12th, 2025.

Job #: 025-161-M

HR Authorization: Sharisse Carr

