



K+S Potash Canada

Contracts Specialist, Projects

(Saskatoon, Saskatchewan)

Posted On: 01-06-2026

Application Deadline: 01-25-2026

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YOUR RESPONSIBILITIES

As part of the Integrated Project Management Team (IPMT), and reporting to the Sr, Contracts Specialist, Projects, the Contracts Specialist, Projects is responsible for the full range of contract formation and services required for Ramp Up Projects. The Contracts Specialist, Projects works with key stakeholders to understand the requirements for all areas related lead to the contracts process. Responsibilities include and are not limited to:

- Leads the full range of procurement processes for contracts in a cross-functional group environment, prioritizing work based on criticality and time requirements.
- Develops and implements contract strategies, supports and implements negotiating strategy, and executes the formation, management and delivery of successful contracts.
- Serves as primary contact ensuring that all formation duties of assigned contracts are met.
- Guides internal stakeholders on Procurement Policies and Procedures (including documentation requirements).
- Stewards SCM's role as a cohesive, integrated function within the larger project framework, enabling effective cross-functional decision-making, transparency, and alignment throughout the project lifecycle.
- Prepares and administers requests for proposals and/or quotations (RFP/RFQ):
- Leads sourcing development for contracts by participating in project kick off meetings, soliciting and evaluating bidder proposals, negotiating commercial terms and conditions, providing recommendations for contract award and issuing purchase orders and contracts for engineering, construction and miscellaneous services with a broad range of criticality and complexity levels.
- Identifies continuous improvement opportunities within the procurement process
- Pre-qualifies suppliers and contractors to reduce risk and increase ROI
- Evaluates and communicates succinctly, contract changes to ensure effective change management and mitigate financial implications.
- Prepares and executes contract change management documents.
- Confirms contractor progress payment requests and invoices are in accordance with contract terms and conditions.
- Analyzes data sets, traces issues to their root cause, and translates findings into practical, well-supported recommendations that drive resolution.
- Acts as the primary point of contact for any contract term disputes escalated by the IPMT or contractor.
- Supports and advances internal KPI requirements for cost savings, contract cycle time, tracking, inclusion and diversity including Indigenous Relations initiatives.

YOU

Our company values and recognizes the diversity of the workforce and encourages individuals with the equivalent combination of education and work experience. The ideal candidate will have:

- 5-10 years relevant contracts experience, negotiating and/or administering construction contracts of medium to high complexity (>\$15M), preferably on major projects.
- College diploma or university degree in Business, Accounting, Purchasing or related field.
- Certification preferred, including one of Supply Chain Certification, SCM Diploma, SCMP Designation, or equivalent.
- Demonstrated relationship building skills with internal and external clients.
- Excellent computer skills, including ERPs, Microsoft Office and Outlook

- Must have strong, written and verbal skills.
- Knowledge of legislation and regulatory environment as it relates to contract and supply chain management.
- Demonstrated ability to operate effectively in fast-paced, evolving environments where priorities shift and ambiguity is common.

Employment is subject to successfully completing KSPC's pre-employment checks which may include criminal record check, education verification, and drug and alcohol testing.

This is a 3-year term opportunity.

To ensure consideration for this role, please apply by January 25, 2026.

US

By living our common K+S values across all our locations in the world: We are optimistic about our future, collaborative in building it, and with our entrepreneurial spirit, we aim to dig deeper and reach higher. We remain agile in an ever-changing world. We are innovative, turning obstacles into opportunities – and we do it all in ways that are safe and sustainable, protecting future generations.

We are committed to being a company where every employee can contribute, grow and thrive, and where we reflect the diverse communities in which we live and work. We are working toward a truly inclusive environment, because we know that the amazing array of differences in our backgrounds, competencies, experiences, race, gender, age, beliefs, sexual orientation, identity and their intersections is key to the longevity, sustainability and growth of our organization.

In a career with K+S Potash Canada (KSPC), you can look forward to:

Good People and Great Culture

Have the opportunity to be part of a team committed to building a new and diverse culture. At KSPC we are growing our operations, delivering exciting new opportunities, and investing heavily in the communities where we live and work.

Challenge and Growth

We support your growth potential (support of professional development) and recognition of performance.

Valuable Compensation

Our total target compensation is competitive and benchmarked to the market. We have a Pay for Performance philosophy that includes two components, fixed (base) pay and short-term incentive (bonus) that rewards employees for their contributions towards corporate, team and individual successes.

Supporting Benefits

A comprehensive, employer paid, benefits program which includes Life, Disability, Health and Dental as well as competitive Retirement benefits, Employee and Family Assistance Program PLUS great extras such as, paid work time to help out in your Community (volunteer with a sports team or a charity of your choice) and company money to allocate to your favourite charity! A Health Spending Account for extras, like more expensive glasses, and the Wellness Account covers recreational items, like your park camping fees, hunting or fishing license, and can help pay for your gym membership.