

# Employment Opportunity

## Orano Canada

### Senior Contracts Administrator (6 Month Term) (Saskatoon)

Reporting to the Supply Chain Manager, this position is responsible for the following duties:

The Senior Contracts Administrator is a skilled supply chain professional with detailed knowledge of principles and concepts related to Contract Management, Formation and Administration. The Senior Contracts Administrator is responsible for contracting strategies from RFX preparation through to award and contract closeout for Services, Supplies, Equipment and Construction contracts. The Senior Contract Administrator will ensure stakeholder compliance of company and corporate Contract Administration policies, and maintain business relationships with internal and external stakeholders.

#### Responsibilities include:

- Prepare RFX packages and contractual commercial terms
- Evaluate and negotiate vendors proposals
- Manage and administer the contract change order process
- Stay current on internal customer needs, local and global commodity price trends and price drivers
- Attest contractor invoices in compliance with established contract terms
- Provide post-contract execution support to internal stakeholders including assistance with vendor dispute resolution, performance management, and contract extensions
- Create opportunities for effective supplier relationships while pressing cost effectiveness and reliable delivery
- Work with stakeholders to ensure contracts are created and executed in compliance with Orano's policies, processes, procedures and relevant legislation
- Work closely with Contract Owners and applicable stakeholders to ensure contracting processes are implemented in a timely fashion to meet business requirements
- Promote and support Operational Excellence and OE Culture
- 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
- Other duties as assigned

#### Skills and Qualifications for the position include:

- Degree in Administration and Management or Commerce, Law, Engineering or related disciplines
- SCMP designation is an asset
- Minimum 8 years' experience with contract management and administration
- Demonstrated advanced written and oral English language proficiency
- Demonstrated experience in leading large and complex contracts
- Experience in managing supplier relationships
- Advanced proficiency in MS Word, Excel, Power Point, and SAP
- Motivated, high-energy, and proactive mindset



- Cooperative and collaborative, enjoys working in a team environment
- Pragmatic problem solver who identifies and implements constructive solutions
- 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
- May require occasional travel to McClean Lake Operations

**Orano is responsible for providing a healthy and safe workplace. As part of this, Orano employees, contractors and visitors at Orano offices, field sites and operations are required to be fully vaccinated. All new hires will require proof of vaccination as a condition of their employment.**

**“Fully vaccinated” means two weeks after a person has received a single dose of a single course COVID-19 vaccination approved for use in Canada, or two weeks after a person has received the second dose of a dual course COVID-19 vaccination approved for use in Canada.**

*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 and commit to the advancement of Indigenous Peoples, Women, Visible Minorities and People with Disabilities and strongly encourage all candidates from these designated groups to apply for our career opportunities.*

**Apply online at [www.orano.group/canada](http://www.orano.group/canada)  
Job #: 021-204-S**

HR Authorization: Sharisse Carr

