



Senior Specialist, Contracts

APPLY NOW

The Senior Specialist, Contracts is responsible to oversee contract activity from contract execution through to the completion of the Service, Supply and Construction contract demobilization. The Senior Specialist, Contracts will primarily oversee the development and implementation of pre-contracts vendor strategy on a project-by-project basis.

The Senior Specialist, Contracts will oversee the administration of contracts at various levels, providing guidance on dispute management, invoice management, and relationship management with internal and external clients. The Senior Specialist, Contracts will be responsible for guiding a team of contracts administrators handling projects including, reviewing and managing payment claims and related invoices, negotiating Change Orders, back charges and non-conforming work.

The successful candidate will:

- Lead and refine the contracts formation (pre-award) process and related procedures in coordination with the Projects and Contract Management team,
- Working with the Leaders of Program Delivery and Project Services (Project Management Office), develop strategies to allocate and assign resources for contracts formation on a project-by-project basis
- Manage contract formation (pre-award) work of individuals performing across KSPC's project portfolio
- Develop, implement, and refine contract formation KPIs and performance reporting for specific projects and across the portfolio
- Ensure coordination with Cost Control and projects regarding project controlling, estimating, and forecasting
- Develop and maintain relationships with internal and external service providers who can support and implement contracts formation (pre-award) practices at KSPC
- Support as a liaison when required between the Owner's team and the contractors on the site for change requests, change orders, amendments, notices invoicing, progress claims, and other contractual correspondence during execution

- Review, interpret, and analyze contract documents to support enforcement of the contract execution per contracted terms
- Lead negotiations with contractors and suppliers on all invoicing, invoicing discrepancies, progress disputes, change order negotiations, contract amendments, LEM's
- Anticipate and proactively mitigate risks associated with contract performance, including vendor evaluation
- Support the warranty management process, escalating issues as necessary
- Assist with the coordination of administration and distribution of records in compliance with audit standards
- Audit invoicing and assure compliance with contract terms including use of interim Payment Certificates
- Perform Close-out of the contracts as required including Final account and holdback release
- Ensure identification and management of changes, back charges, non-confirming work are executed properly with each contract, including execution of process contract variations, change orders
- Collaborate with Accounts Payable for vendor invoicing discrepancies, holdbacks, short payments, and achieving discounts

K+S Potash Canada recognizes the diversity of the workforce and encourages individuals with the equivalent combination of education and work experience.

The ideal candidate will have:

- University degree, specializing in business administration, purchasing or supply chain management
- 7+ years of demonstrated experience in the contract formation and administration (pre-award and post-award) of large multi-million-dollar contractual construction agreements
- Relevant designation considered an asset: CCCA, CCCM, SCMP, or other relevant designation
- Strong attention to detail

- Ability to work under pressure with tight timelines
- Strong liaising and relationship management skills

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

To be considered for this role please apply by October 16, 2026.