

Job Title: Contracts Coordinator

Req ID: 1018

Business Unit: Integrated Water Services

Division: Integrated Water Services

Regular/ Auxiliary: Auxiliary (up to 18-month term)

Pay Grade: CAN/05/02/J12

Rate of Pay: \$35.74 - \$37.90 per hour; plus 14% in lieu of benefits

Hours of Work: Up to 70 hours bi-weekly

Posting Date: September 12, 2024

Closing Date: Open until filled; review to begin on September 27, 2024

Summary

This position prepares, compiles, tracks and ensures the approval process for a variety of department contracts and tender packages. The position is responsible for ensuring all documents are in compliance with the contract administration procedures, adhering to corporate and department policies and procedures.

Key Duties & Responsibilities

- Coordinates contract documents and maintains them through their lifecycle, ensuring compliance with contract administration procedures. Ensures adherence to procurement processes and corporate policies and standards.
- Prepares, edits, proofreads and maintains contracts, agreements and other legal documents to ensure compliance.
- Attends tender openings, records and verifies bid amounts.
- Creates and maintains accurate records and tracking processes for contract financial and administrative histories.
- Prepares and processes financial payments, ensuring proper authorization and documentation is received. Assists with maintaining and tracking contract financial and administrative documents.
- Tracks, monitors and documents projects costs and project details.
- Posts and makes arrangements for advertising contract tenders and other related legal notices
- Coordinates distribution of tender packages ensuring agencies receive updated notifications and the applicable materials.
- Photocopies, maintains a log of tender packages distributed. Supports the process to support tenders being received and opened according to procedure.
- Supports Project Managers including arranges meetings, receives attendance confirmations, prepares and distributes agendas, and attends and records minutes as required.
- Assists to prepare and process financial payments, as required.
- Communicates with contractors or other agencies regarding contract administration. Investigates, responds or refers inquiries regarding contract transactions.
- Prepares correspondence and memos.
- Maintains records management system and maintains project files, including electronic, for capital projects and administrative files.
- Responds to enquiries from internal and external clients regarding division activities to ensure customer service standards are met.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Additional Information

- None

Key Skills & Abilities

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), SAP, Sharepoint, spreadsheets (MS Excel), Internet Explorer and Outlook software.
- Demonstrated knowledge of grammar, spelling and proper formats and styles for business correspondence.
- Knowledge of office operations, administrative processes and systems.
- Ability to do mathematical calculations with a high degree of accuracy and proficiency.
- Ability to analyse financial data and to understand and carry out CRD financial procedures.
- Ability to understand, interpret and assess a variety of procurement and contract documentation and related materials.
- Ability to proofread with a high level of attention to detail.
- Demonstrated ability to work effectively with deadline pressures, take initiative, problem solve and work independently.
- Adaptable and able to work as a team player.

Qualifications

- High School Graduation
- Post-secondary courses in a related discipline
- A minimum of 3 years' directly related experience
- An equivalent combination of education and experience

Certifications

- None

APPLICATIONS

To apply for this exciting opportunity, please visit our careers site <https://www.crd.bc.ca/about/careers> and click "Apply now" within the Contracts Coordinator Requisition 1018 opportunity to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



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