

## Careers Contract Coordinator

Join our dynamic team at the City of Kelowna - Kelowna International Airport and help us strive to be an *Airport of the Future!* Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Long-term growth leads to business success — and here at Kelowna International Airport we welcome team members who can help push our vision forward.

We're currently searching for an experienced Contract Coordinator to provide leadership and day-to-day oversight in the area of contract administration within the Kelowna International Airport (the "Division"). The incumbent is responsible for administrative management and maintenance of divisional service and lease agreements, and for providing support for special projects as directed. The incumbent is a key point of contact for external stakeholders and organizations, internal staff and other departments on contractual matters.

Key responsibilities include:

- Develops, manages and provides technical advice regarding a variety of agreements, including service, revenue, operating, and lease agreements;
- Prepares all administrative components for agreements, including ensuring contracts and other documents comply with relevant policies, regulations, and bylaws, responding to enquiries, review and renewal of agreements, ensuring all contractual obligations are being met, maintaining records and filing systems for future reference on existing and new contracts, etc.;
- Provides support and recommendations to management during the negotiation of agreements and coordinates the resolution of issues with both internal and external parties;
- Serves as a key departmental contact relating to agreements with staff, management and external parties;
- Processes and prepares financial documents, reconciliations and monitors budgets within prescribed guidelines; and
- Provides back up coverage for the Administrative Coordinator position on a recurring basis as directed;

You have a post-secondary degree in Business Administration or related discipline and a minimum of five (5) years' directly related experience which includes previous experience working with a variety of complex service, revenue, operating, and lease agreements. An equivalent amount of education and experience will be considered. The ability to obtain and maintain a Transport Canada Security Clearance, valid BC Driver's License and satisfactory Driving Record is required. Experience working in a unionized environment is preferred.

You have the ability to work independently with limited supervision; to work well under pressure, adapt to and manage changing priorities and meet deadlines; and to manage confidential information, with discretion and sensitivity. In addition, you have a high degree of effective interpersonal communication, both verbally and in writing; a focus on customer service; attention to detail and organizational ability; problem solving ability and solution-oriented focus; and ability to build and maintain effective working relationships.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via Kelowna International Airport. Grow your career in an organization that supports employee work-life balance and career and professional development.

This full time permanent CUPE position offers a starting wage of \$46.06 per hour with step progressions to \$49.08 per hour plus comprehensive benefits, paid vacation and one of Canada's top pension plans.

**For the full position description and to apply online visit [kelowna.ca/careers](http://kelowna.ca/careers)**

**Applications will be accepted until April 27, 2025**