

Contract Specialist/Commercial Manager

Department: Estimating

Reports to: Manager of Estimating

Location: North Bay, ON

Job Type: Full-Time, Permanent, 40 hours per week

Date Posted: February 21, 2017

Application Deadline: March 21, 2017

About Cementation Canada:

You feel passionate about what you do. You made the right decision choosing your career path. The question is, are you in the right place? Is your full potential being realized, are you continuing to develop expertise in your chosen field, and does your passion remain strong? At Cementation we respect experience; we get excited about potential.

Cementation is an underground mine contracting and engineering company. We build mines. Structured to deliver design-build solutions for technically challenging projects, our people build world class shaft sinking and mine development projects. Our work requires a team approach where respect is expected and innovation is encouraged as long as safety is not compromised.

Being an employer of choice in the mining industry has always been a mainstay of our mission statement, and Cementation is proud to have been selected as one of Canada's Top 100 Employers for seven years. Open the door to new opportunities and grow with us.

Key Accountabilities:

- Review, drafting, evaluation, negotiation and execution of contracts including: Non-Disclosure Agreements, Purchasing Agreements, Sub-contracts, Engineering/Consulting Agreements, Master Agreements, Mining and Construction contracts as required.
- Review draft contracts submitted by Clients as part of the RFP process.
- Provide management with reports highlighting potential contractual risks and liabilities.
- Draft correspondence with regards to commercial and contract issues.
- Review bids and proposal documents to verify inclusion of contractual qualifications.
- Participate, and in some cases lead, negotiations with Clients to resolve contractual issues and finalize terms.
- Verify execution copies of contracts and assist in the execution process.
- Maintain, update and develop the Company's library of standard contract documents.
- Provide draft contracts and other commercial documents based on the Company's standard documents as required.
- Assist in drafting and negotiating other commercial documents e.g. joint venture agreements, collaboration agreements with First Nations.
- Advise on legal issues and provide support for litigation.
- Work with finance to coordinate and ensure proper insurance coverages for contracts.
- As needed, provide guidance on contract matters to project managers, business development, or other operational staff.
- Work in compliance with all health and safety rules and regulations.
- Monitor personal work environment for health and safety hazards or infractions and report same to the Health and Safety Department.
- This position may require occasional travel to the offices of Clients or lawyers. Travel period may range from one day to three days.
- Other duties as assigned.

February 21, 2017

Skills, Knowledge, and Abilities:

- Exceptional written and oral communication skills in English.
- Analytical skills necessary to carry out reviews of contracts and other commercial documents.
- Able to build and maintain lasting relationships with other departments, key business partners, and other stakeholders.
- Able to work efficiently as a part of a team as well as independently.
- High level of confidentiality and trust.
- Able to effectively prioritize workload to ensure deadlines are met.
- Strong working knowledge of MS Office Word, Outlook, Excel and PowerPoint.

Qualifications:

- Minimum 5 years relevant experience, working on contract development experience is preferred.
- Minimum 5 years' experience with EPC Contracts and/or other major contracts relating to mining or industrial projects.
- Postsecondary education in commercial/procurement/contract law or Bachelor of Law or similar education/training such as that of a Quantity Surveyor.
- Legal background or strong experience in negotiation and administration of major project contracts preferred.
- Previous relevant work experience in the role of contracts specialist and/or contracts administrator or senior procurement position.

How to Apply:

All external candidates can apply by sending their application to <https://cementationjobs.applicantpool.com/jobs/>