
CONTRACT COORDINATOR

Full Time Employment Opportunity

Reporting to the Manager, Contracts, the Contract Coordinator is responsible for maintaining contract records, coordinating the development and reporting on contract compliance for the assigned procurement contracts, and communicating with procurement agents, other departments and management on matters relating to contract compliance.

Duties:

- Prepare, organize, and maintain contract records in Enterprise Resources Planning (ERP) System.
- Maintain a central file repository and database for all agreements which Corporate Procurement has facilitated, and those that the end user groups have requested to have tracked and stored, in order to provide a consistent contract management approach across the organization and a complete file of current and future corporate obligations.
- Maintain current contract templates for various supply and service agreements.
- Maintain current vendor scorecard templates and checklists for various supply and service agreements to measure vendor performance against agreed-upon contract language.
- Assist Procurement Agents and Buyers on their daily contract related requirements.
- Develop the prioritization of assigned contracts based on risks and other criteria identified for the contract start up.
- Develop, manage, and distribute contract start up documentation.
- Communicate contract status, including renewal, active, and lapsed, and provide proactive communications to internal customers.
- Build contract performance metrics for all significant contracts and monitor less significant contracts on a cycle basis.
- Review corporate contracts and identify any financial and/or operational commitments which may require further monitoring or financial reporting, based on Contract Prioritization.
- Liaise with business units to ensure all compliance matters are dealt with and administered properly.
- Work with end user departments in addressing contract compliance issues and escalate issues to appropriate procurement personnel and department management. Maintain issues management log to record all issues.
- Facilitate workshops with end users to discuss supplier contracts.
- Establish and maintain positive working relationships with all internal and external stakeholders.
- Prepare reports on key performance indicators to assist management to track performance of vendors, department efficiencies, and identify areas for improvement.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- A diploma/degree in Management, Contract Management, Accounting, Business or a related field or an equivalent combination of education and experience.
- A minimum of five (5) years progressively responsible procurement experience in a diverse range of work.
- Advanced skills in Microsoft Office (Word, Excel and Outlook).
- Ongoing professional development is required to maintain designations and stay current with changes in the profession.
- Knowledge and experience in analyzing and monitoring compliance with regulatory or contractual standards.
- Strong communication & interpersonal skills, and demonstrated political acumen.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.
- Satisfactory work performance in the preceding twelve (12) months is a requirement. Attendance rate will be a factor in the pre-screening process.

Secondary Qualifications:

- Bilingual (French/English) language skills.
- Completion of the Supply Chain Management Professional (SCMP) accreditation program, or an equivalent combination of education and experience, would be an asset.
- Demonstrated experience in contract compliance from a risk management and financial reporting perspective would be an asset.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased depending on the Collective Agreement.*

Salary: \$27.74-\$36.81
Bargaining Unit: Exempt
Location: Buffalo Place

Due to the ongoing risks associated with the emergence of COVID-19 variants of concern, starting in January 2022, Manitoba Liquor & Lotteries employees must either choose to voluntarily provide official proof of full vaccination or participate in rapid testing

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by December 7, 2021.

We thank all interested applicants, however, only those selected for interviews will be contacted.