

Contract Administrator

Please email all resumes to Brenda@tarpondscleanup.ca

Description

I. Overall Purpose

Under the general direction of the Assistant Director of Support Services, this position is responsible for assisting Contract Managers in the preparation and interpretation of project management documents. This position is also responsible to coordinate technical and backup review of project element related invoices and progress claims. The Contract Administrator will work closely with Contract Managers, the Financial Services Officer, the Project Director and Director of Support Services in monitoring, compiling and comparing the progress of project elements from a financial perspective. This includes coordinating annual budget activities of project elements; analyzing actual expenditures against these budgets and related contracts; and ensuring appropriate information is compiled for monthly payment applications and quarterly cost to complete submissions.

II. Specific Accountabilities

1. Coordinate the preparation and distribution of contemplated change orders.
2. Coordinate and monitor submission of proposals for contemplated change orders.
3. Coordinate the preparation and approval of change orders.
4. Monitor project element contracts for identification of issues regarding change management requirements.
5. Input all project element financial information in Primavera project management system.
6. Assists Contract Managers in determining various contract obligations and disposition of related claims.
7. Assist in the design and production of all Primavera project management system reports. Respond to needs of Contract Managers and other Agency personnel in the production of such reports.
8. Attend all project engineering team and support services meetings and be prepared to provide relevant project information and analysis on all occasions.
9. Cooperate with the Financial Services Officer to reconcile project management system financial information to Agency financial accounting system information.
10. Monitor timeliness of responses to IE comments.
11. Assist technical staff in the preparation of engineering and environmental submissions for the quarterly project report.
12. Perform other related tasks as assigned by the Assistant Director of Support Services.

III. Reporting Relationships

The Contract Administrator will report to the Assistant Director of Support Services and will work closely with Contract Managers, the Project Director and Financial Services Officer as well as the Independent Engineer.

IV. Skills required for Contract Administrator

Judgment and Initiative: This position requires a high degree of individual initiative, self reliance, resourcefulness and motivation. The Contract Administrator must be able to track complicated project

information and report the same to stakeholders with diverse information requirements.

Critical Thinking: The Contract Administrator must be logical and analytical in identifying the costs and benefits of alternative solutions, conclusions or approaches to problems. He or she must continually evaluate project reporting requirements, related reporting schedules, and tasks required.

Decision Making: The Contract Administrator must make decisions based on past experience and information available. He or she must also understand what is within his or her level of expertise and what requires additional support.

Communication Skills: The Contract Administrator must have effective oral and written communication skills and must be able to establish and maintain working relationships with the general public, co-workers, elected and appointed officials and other government agencies.

Time Management: The Contract Administrator must be able to effectively, manage, prioritize, and work effectively under pressure during peak demand times of this project.

Interpersonal Skills: The Contract Administrator must be able to work effectively within a dynamic environment and be demonstratively capable of building and sustaining cooperative working relationships across the entire organization among personnel with varied professional designations and disciplines.

V. Other

Other important information that will help applicants understand this position:

The Sydney Tar Ponds Agency is a special operating agency established in 2004 to oversee the implementation of the 10-year, \$400-million cleanup of the Sydney Tar Ponds and Coke Ovens sites. The agency is responsible for all aspects of the cleanup, including project design, project management, procurement of goods and services, environmental assessment, occupational health and safety, community relations, and communications.

VI. EDUCATION, EXPERIENCE AND CORE SKILL REQUIREMENTS

1. Requires 10 years of project management administration experience.
2. Requires a proven record of success of working with multiple stakeholders in a fast paced environment.
3. Requires a keen attention to detail at all times.
4. Proven ability to apply contract change management principles at an intermediate level.
5. Ability to assimilate and analyze information quickly and accurately.
6. Strong communication and presentation skills, both oral and written.
7. Proven problem solving capabilities.
8. Able to work effectively as part of an energetic team.
9. Capable of effective time management and multi-tasking.
10. A related university degree with accounting concentration and previous experience with the Primavera project management system and the SAP financial management system will be considered assets.