

# Create the city of tomorrow, today.



The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

## Senior Contract Administrator

The Senior Contract Administrator will be responsible for contractual administration of highly complex and diverse nature. We are looking for an independent, pro-active individual who will ensure City contracts are complete; City concerns are addressed, while liaising with the Purchasing and Legal Divisions of the City.

As the ideal candidate you will be involved in the following:

- Overseeing contracts signed by the City to ensure terms are being adhered to
- Ensuring application and administration of applicable and relevant legislation
- Drafting contract language as required; researching and obtaining information and material required from a variety of sources
- Keeping up to date on market trends, changes in business practices and new developments in the field
- Compiling statistical information and preparing complex reports as required
- Building processes, training, educating and coaching project managers from all Departments within the City on contract generation, purchasing procedures and contract administration
- Handling contentious contract issues as required
- Overlooking staff who review and approve payments

You are knowledgeable of the Municipal Act and related laws, WCB, Builder's Lien Act, CRA regulations for contracts as well as various construction contracts including but not limited to CCDC and MMCD contracts. You have the ability to interpret and apply the laws of contract and competitive bidding to a variety of situations. You have thorough knowledge of purchasing principles, practices and methods as well as municipal policies and procedures governing purchasing operations. You are able to establish and maintain effective working relationships with a variety of internal and external contacts and provide advice, information and assistance.

You bring to the Finance Team:

- Grade 12 supplemented by enrolment in final year of the Strategic Supply Chain Management Leadership Program (SSCMLP) or a related undergraduate program
- Minimum of 5 years related contract management work experience
- An equivalent combination of education and experience will also be considered

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[www.surreycareers.ca](http://www.surreycareers.ca)

integrity | service | teamwork | innovation | community

We offer a dynamic work environment and excellent opportunities to advance.

