

ROLE

The Subcontract Coordinator is responsible for developing and negotiating subcontracts for pipeline construction. This position ensures that payments are arranged and sent to the appropriate signing authorities. Providing analytics of time worked and work performance is a key component to this role. Strong administration is required to provide timely and accurate records.

KEY RESPONSIBILITIES

- Develop subcontractor specifications, terms, and conditions in order to provide accurate contracts
- Interview vendors to ensure that work performed will be to the highest project standards and needs
- Sourcing appropriate and recognized companies to carry out pipeline construction activities
- Ensure that all applicable laws and regulations are followed at all times
- Ensure that all company policies and procedures are adhered to
- Perform vendor health checks to proactively manage vendor performance
- Review all vendor change requests forwarding only those that are justified
- Anticipate, assess and rank project risks and recommend solutions
- Participate in unsuccessful respondent debriefing
- Ensure sub-contractor invoices are in compliance with established procedures and certify / approve them
- Ensure all contractual obligations are met, complete performance assessments prior to contract closeouts.

Note: In addition to these duties personnel are required to carry out such other duties as may be reasonably required in order to support the objectives of the company.

POSITION REQUIREMENTS

Qualifications

- *Post-secondary education or certificate in supply chain, estimating, or related field*

Experience

- Experience in sales or purchasing would be an asset
- 3-5 years' experience in supply chain, purchasing, estimating, or sales
- 3-5 years' experience in contracts management

Skills and Knowledge

- Strong attention to detail
- Ability to be proactive and look toward future project needs
- Ability to plan and schedule multiple subcontracts throughout the project
- Ability to manage multiple contracts and ensure that conditions are met
- Proficiency in the Microsoft Office Suite

WORKING CONDITIONS

This position will be working on the Trans Mountain Expansion Project (TMEP) located in the Kamloops Urban Area and/or Merritt BC for the various construction stages. The schedule will be Monday to Saturday, 12 hours per day. The project provides accommodation or an accommodation allowance for those who reside 80 kms from the project location.

REPORTING RELATIONSHIPS

The Subcontract Coordinator reports to the Subcontract Lead.