

Come Fly with Us! The Nanaimo Airport is Hiring.



Contracts and Procurement Coordinator

The Nanaimo Airport on beautiful Vancouver Island is currently seeking a Contracts and Procurement Coordinator to join our team. This is a full-time position which reports directly to the Vice President of Finance/Chief Financial Officer.

This is an opportunity to join one of the fastest growing airports in Canada in a role that will allow you to continue to develop your career. You are a good fit for this position if you have had several years' experience working in Purchasing, Procurement and Contracts Management. We offer an attractive compensation package, including full benefits and RRSP matching contribution.

Overview

The Contracts and Procurement Coordinator will assume responsibility for two main portfolios, Purchasing/Procurement and Contract Management for the Nanaimo Airport Commission (NAC). This position will become part of the Financial team at NAC and will report directly to the VP Finance/Chief Financial Officer.

Roles and Responsibilities

a. Contract Management

This portfolio requires significant administrative and organizational skills, and knowledge of standard contract language. Working closely with the CFO and NAC management, the position will have overall responsibility for maintaining, updating and renewal of NAC contracts as follows:

- Maintains a comprehensive contract management system at NAC.
- Develops, maintains and updates standard contract templates.
- Maintains legal contracts ensuring compliance with NAC policies and procedures.
- Recommends business and system enhancements.
- Maintains secure file management system that protects confidentiality of NAC and suppliers.
- Identifies contracting issues which may require legal advice and/or consultation with solicitors.
- Liaises with and provides guidance on contract matters to CFO/Senior Managers as required.
- Drafts, updates and maintains tenant leases and licenses for review.
- Maintains, and creates related reports for management as needed.
- Other duties as assigned.

b. Purchasing/Procurement

Within this portfolio, you will work closely with the CFO, Management and various NAC departments to take the lead role in purchasing and procurement of products and services. Responsibilities include:

- Develops and maintains technical specifications for purchasing.
- Ensures all purchasing/procurement commitments are made according to NAC sourcing policies and procedures.
- Develops strategic relationships with key suppliers.
- Negotiates contract terms that are favourable to NAC.
- Maintains and updates standard purchasing templates and forms.
- Creates Tenders, Requests for Proposals (RFP's) and Requests for Quote (RFQ's) that comply with NAC policies and procedures and that generate significant market interest and quality response.
- Maintains approved vendor listing and rates.
- Monitors/evaluates contract performance to ensure terms and conditions are met.
- Maintains and creates regular purchasing reports for management as needed.
- Manages NAC equipment and product inventory.
- Implements and maintains a Purchase Order system.
- Other duties as assigned.

Safety

At the Nanaimo Airport, safety is our #1 focus and is cultivated by all. We promote a shared culture of safety and lead by example. As an employee of the Nanaimo Airport Commission, you will undergo safety and security training specific to airport operations.

Qualifications

- Undergraduate degree in Business Administration or similar with certification/diploma in Procurement/Supply Chain Management considered an asset
- 5+ years' experience working in procurement and contracts administration/management
- Familiarity with standard content and working language for legal contracts.
- Excellent planning, organizational and time management skills



Qualifications cont.

- Computer savvy with mid-to high level skills in Microsoft Word, Excel, Access or other contracts/ procurement software products
- Excellent communication skills, both written and verbal
- Good decision-making and negotiation skills preferably gained in a purchasing/ procurement environment.
- Ability to build professional relationships with management, contractors and suppliers
- Ability to collaborate with peers to ensure administrative systems and processes are consistently followed and monitored for effectiveness and that gaps are addressed and resolved when identified.

Work Environment and Physical Demands

- Work area is generally indoors in a climate-controlled environment with moderate background noise.
- Approximately 80% of this position's duties require use of a computer and phone.
- Extensive data entry is necessary in this position.
- There could also be a requirement to meet with potential suppliers or contractors off-site; use of a personal vehicle and a valid Class "5" license is required.
- Must be able to pass RCMP records check.

To Apply for this Position

Send your resume and cover letter in pdf format, including why you believe you are the best candidate for the position to careers@nanaimoairport.com. Applications will be accepted until Friday, January 4, 2019 at 4pm.

We look forward to hearing from you.

