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# Contract administrator

## Description du poste / Job description :

### JOB SUMMARY

Under the supervision of the Head of Procurement, the candidate will be responsible for supporting the procurement team. The candidate will be responsible, among other things, for processing purchase requisitions, issuing purchase orders in accordance with company policies in the operating system (ERP), and administering and monitoring contracts.

### RESPONSIBILITIES

- Assist the procurement team in preparing calls for tender and in issuing and monitoring contracts;
- Create, update and monitor the supplier database;
- Monitor costs and deadlines and notify stakeholders of any overruns;
- Ensure traceability of anomalies, observations, non-conformities and requests for corrective action;
- Establish a historical record of the supplier's contract and performance;
- Manage annual orders to ensure that expiration dates are not exceeded before renewal;
- Prepare monthly, quarterly, annual and special reports requested by internal stakeholders; and
- Performs any other related duties that may be assigned.

## Profil recherché / Required profile :

### SKILLS AND KNOWLEDGE

- College diploma in administrative technology or other relevant field;
- 2 to 4 years' relevant experience;
- Bilingualism in French and English, oral and written;
- In-depth knowledge of ERP systems (preferably Microsoft Dynamics 365); and
- Proficiency in Microsoft Office suite (Excel, PowerPoint, Sharepoint and Word).

## **CORE COMPETENCIES**

- Ability to manage priorities;
- Excellent interpersonal skills;
- Shows initiative in solving problems;
- Demonstrates curiosity, rigor, speed of execution and an excellent critical sense;
- Strong analytical skills; and
- Initiative.