

Contracts Administrator – 1 Year Term

Commissionaires Ottawa is a not-for-profit organization and Ottawa's largest private sector employer. As the foremost provider of security services to government and commercial clients in the National Capital Region, Northern Ontario and Western Quebec, we employ over 3,600 people in meaningful jobs in the growing field of security.

Our Business Development Department is a key driver of our successful business operations and is in search of a motivated individual to fill the role of Contracts Administrator. As part of this dynamic team, the incumbent will be responsible for coordinating the contracting process for all Federal Government and commercial contracts including documentation and reporting.

You should demonstrate in your application how, when and where you have gained experience in the following – the ranking of your application may be based in whole or in part on your ability to demonstrate proficiency

Responsibilities

- Contract administration, in public and/or private sector.
- Administrative and clerical support such as preparation of contracts, proposals, monthly and ad hoc reports, correspondence and filing.
- Client care, including responding to customer queries and communicating follow-up information as directed.
- Taking pro-active measures to maximize the security of our contract management files in line with our policies and procedures.

Requirements

Experience / Education (*combination of education and/or relevant experience*)

- Certificate or Degree - Business Administration or related field.
- 1 year contracts administration in the area of Federal Government call-ups and /or commercial contracts.
- 1-3 years sales / customer service, preferably in the area of professional services.
- Knowledge of ISO quality management systems is an asset.

Language

- Speak, read and write fluently in English.
- Functional ability in French highly desirable.

Computer Skills

- Demonstrated advanced knowledge of tools and features in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint): able to manipulate programs with no support required for daily work management.

Communications / Presentation

- Demonstrated ability to communicate clearly and precisely while using the best means of communication (verbally or in writing).
- Demonstrated ability to work collaboratively with the client to resolve issues and meet their needs.

Personal Suitability

- Demonstrated reliability and ability to work with minimum direction and collaboratively as a member of a team in a diverse environment.
- Demonstrated experience providing sound judgement, effective problem solving and maintaining confidential information.
- Demonstrated ability to establish priorities, multi-task and meet deadlines in order to manage workload in a stressful environment with, at times, changing and conflicting priorities.
- Demonstrated experience working in a job function requiring organization, attention to detail and, strong conceptual and analytical skills.
- Demonstrated history of diplomacy, courtesy and maturity in dealing with VIP's in a high profile environment.
- Security clearance - Valid Level 8/Enhanced Reliability **OR** the ability to acquire one within 3 months.

We provide a full range of employee benefits including Health and Dental insurance, a salary depending on experience, plus opportunities for long-term growth. If you would enjoy working with our team of committed professionals, please e-mail your résumé to competition@commissionaires-ottawa.on.ca detailing your relevant background before March 17th, 2010.

Note

In accordance with our mandate, applicants with service in the Canadian Forces or RCMP will be given preference; however, all qualified applicants will be considered.

We appreciate the interest of all applicants, however, only those considered for an interview will be contacted.