

## JOB DESCRIPTION

Job Title: Procurement & Contract Administrator Position Number: 90-06

Incumbent: Vacant Effective Date: August 2006

Status: Permanent Pay Level 7 Bargaining Unit: X Yes      No

Supervisor's Title: Chief Financial Officer Department: Finance

### SUMMARY:

Works in a team-based environment and performs a range of procurement and contract administration activities for the Corporation. All work will be completed in a timely manner while mitigating risk and complying with governing legislation. Administers and processes all procurement instruments from initial request to final completion. All work shall be carried out and properly documented in accordance Yukon Energy's policies, guidelines and procedures.

### DESCRIPTION:

1. Administers, coordinates and processes procurement instruments (i.e. contracts, purchase orders, etc) for services and non-stock goods for the Corporation while ensuring compliance with the terms and conditions and governing legislation.
2. Coordinates and participates in procurement activities (i.e. bid openings, progress payments, holdbacks, change orders, security, deposits etc.).
3. Assists the buyer in procurement activities (e.g. bid openings, progress payments, holdbacks, change orders, security, deposits etc.).
4. Assists the Buyer with compilation and distribution of purchasing activity reports.
5. Prepares and maintains accounting records and compiles information which may include general accounting, costing, or budget data.
6. Ensures compliance with procurement and contracting policies, guidelines, procedures and signing authorities. Encourages and supports consistent standards and practices throughout the Corporation.
7. Acts as a resource for staff in the area of procurement.
8. Records commitments and expenditures for the procurement of goods and services.
9. Assists the Buyer in maintaining the procurement records management system according to established guidelines.
10. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines

## JOB DESCRIPTION

11. Other related duties.

### WORKING CONDITIONS:

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Post secondary contracting and procurement education at a level sufficient to perform procurement activities including several years experience in a computerized environment.
- Knowledge and experience in procurement procedures to provide sound advice and recommendations.
- Good interpersonal, organizational, writing, communication, and negotiation skills.
- Strong client service orientation.
- Knowledge of Windows based computer software applications.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Ability to work in a team and cross-cultural environment.

---

Incumbent

---

Chief Financial Officer

---

Date