

JOB DESCRIPTION

BCGEU

1. Position No. 22128	2. Descriptive Working Title Contracts Administrator		3. Present Classification AO II
4. Department Operations Support	5. Branch/Section Operations	6. Work Location Hybrid – Site Central	Date Apr 2019 Revised September 2020; July 2022
7. Position No. of Supervisor 81401	8. Descriptive Work Title of Supervisor Manager Procurement & Contracts		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Procurement and Contracts, the Contracts Administrator is responsible for conducting procurements and providing contract administration for a wide variety of products and services relating to the day-to-day operations of multi-unit residential buildings and to maintain the quality of the buildings. He/She/They applies Canadian public procurement trade agreements, Acts, guidelines, BC Housing policies and makes recommendations and provides direction to the Operations team on procurement strategies. In addition, the incumbent facilitates solicitations, awards and administers contracts, manages vendors, and processes audits.

11. Duties:	
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1. Procurement:

- Liaises and consults with stakeholders including Property Portfolio Managers, Building Managers and the Maintenance department to determine procurement requirements and works collaboratively to develop and/or update specifications and scopes of work.
- Conducts market analysis to source suppliers and products to improve suitability, shape the procurement process, achieve better total value, reduce total cost of ownership and improve service.
- Conducts spend analysis by pulling purchasing history data from the Enterprise Resource Planning (ERP) system, purchase orders, general ledger information and data shared by suppliers to improve the efficiency of the procurement process.
- Ensures appropriate procurement method is followed and the procurement process is fair, open and transparent.
- Prepares, issues and manages solicitations, including but not limited to ITT, RFP, RFQ, RFI, RFPQ.
- Provides direct assistance to internal clients in the preparation of solicitations and development of evaluation criteria and weightings.
- Evaluates and analyzes supplier submissions to determine best value in accordance with pre-defined evaluation criteria.
- Awards and/or assists internal clients in the award of contracts and completion of requirements prior to initiation of work.
- Conducts kick off meetings with internal clients and contractors to establish service expectations and ensure project success.

2. Contract Administration:

- Ensures contractual obligations are being met and identifies issues such as non-conformance, delays and pricing inconsistencies. Monitors, tracks and reports supplier performance and ensures performance issues are formally documented. Resolves issues directly with vendors to ensure contract compliance.
- Develops, issues and communicates award notifications and contract modifications.
- Establishes and maintains effective ongoing communication with suppliers.
- Meets with new and existing suppliers to clarify service expectations on contracts.
- Works with regional Accounts Payable and Office Supervisor to resolve purchase orders and invoice issues.

- Provides guidance to suppliers and internal clients on contract terms and conditions, purchase order and change order processes, service level requirements and other commercial terms and conditions.

3. Liaison:

- Liaises with and maintains positive working relationships with various internal and external stakeholders such as, but not limited to, Property Portfolio Managers, Building Managers, the Maintenance department and suppliers to ensure procurement/contracting plans and processes meet ongoing business requirements.
- Provides advice and guidance to Regional Operations Managers and staff with respect to procurement and contracting processes and practices, contractual obligations and due diligence requirements.
- Conducts and/or participates in periodical training of internal staff (e.g. refresher/onboarding sessions).
- Conducts and/or participates in periodical audits of the region's compliance process.

4. Computerized Systems:

- Develops, maintains and monitors contract management databases and other relevant systems.
- Utilizes the JD Edwards system (JDE1) to place and monitor workorders, purchase orders and invoices
- Utilizes the Contract Lifecycle Management System (CLMS) for contract creation and management
- Utilizes and maintains the electronic records management system for the Procurement and Contracts department.
- Works with suppliers and other BC Housing staff to resolve system related issues.

5. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

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4. Education, Training and Experience:		

Diploma in business, purchasing, contracts administration, or other relevant field.

Considerable progressive experience in purchasing and contract management.

Or an equivalent combination of education, training and experience acceptable to the Employer.

5. Knowledge, Skills and Abilities:

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Working knowledge of Canadian public procurement agreements, Acts as well as policies, directives and guidelines.
 - Working knowledge of building maintenance and repair, including parts and sources of supply for multi-unit residential building.
 - Working knowledge of customized ERP systems.
 - Advanced proficiency with computer applications, including Microsoft Office.
 - Excellent problem solving and decision-making skills.
 - Excellent interpersonal and communication skills.
 - Ability to plan and organize the procurement process for procurement and contract projects.
 - Ability to develop and administer solicitations.
 - Ability to resolve contractual problems.
 - Ability to ensure contracts are fulfilled and that customer service, budget, and operations are maintained throughout the contract relationship.
 - Ability to work collaboratively and communicate effectively across different organizational levels, functions and businesses to realize procurement goals.
 - Ability to prioritize, multi-task and process a large volume of work in a fast-paced environment with changing priorities with a high degree of accuracy while meeting prescribed deadlines.
 - Ability and interest in taking initiative, being flexible, adapting to change and contributing in a team environment.
 - Ability to deliver outstanding customer service to an internal customer.
 - Ability to manage entire order from requisition to payment process.
 - Ability to travel on BC Housing business within the Lower Mainland.

6. Occupational Certification
