



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Contracts Coordinator

Job ID	516319600-4265	
Web Address	https://careers.indigenous.link/viewjob?jobname=516319600-4265	
Company	Suncor	
Location	Calgary, Alberta	
Date Posted	From: 2018-11-14	To: 2050-01-01
Job	Type: Full-time	Category: Resource Sector

Description

LOCATION: Calgary, Alberta (CA-AB)

JOB NUMBER: 26283

Job Overview Reporting to the category manager, Instrumentation and Controls, you will directly support the senior contracts management specialist for all supply chain activities such as analysis, strategy formation, sourcing activities, contract negotiation and formation, and supplier performance management.

Key Accountabilities

- Analyze internal and external data of actuated valves
- Support contract strategy formation and strategy roll-outs
- Act as the point of contact for sourcing activities
- Lead or support contract negotiation and formation based on experience, risk and complexity
- Draft and present effective contract roll-outs
- Assist with system contract management including amendments
- Support all supplier performance management activities and initiatives

Required Qualifications Experience and Education:

- Three or more years of industry experience; supply chain experience in oil and gas is preferred
- Experience with supply chain management (SCM) process and systems in a dynamic, fast-paced environment
- Experience contracting for technical material and services; specific valve experience is an asset
- Bachelor's degree in business or supply chain is preferred

Skills and Knowledge:

- Basic knowledge of SCM concepts and practices, particularly with SAP procurement
- Strong business acumen with a confirmed ability to think strategically
- Excellent internal and external networking and negotiating skills, as demonstrated through positive and effective collaboration with key partners and driving value
- Intermediate to advanced level of proficiency with Excel
- You possess strong attention to detail and analytical skills with a continuous improvement mindset
- You are a results-oriented problem solver and are able to drive both execution and accountability
- Strong communication skills (verbal and written) with the ability to take complex issues and distill them down into easy to understand concepts

Working Conditions

- Occasional travel may be required

Why SuncorWe are Canada's leading integrated energy company with a business portfolio that includes oil sands development and upgrading, offshore oil and gas production, petroleum refining, and product marketing under the Petro-Canada brand. Our global presence offers rewarding opportunities for you to learn, contribute, and grow in a variety of career-building positions. We live by the value of safety above all else – do it safely, or don't do it. Our strong track record of growth and a focus on sustainability mean tremendous potential for the future. Learn about our mission, vision and values. In addition to rewarding job opportunities, we offer an attractive employee package, including:

- Competitive base salary, compensation programs, and an annual incentive program
- Flexible benefits package
- Rewarding pension and savings plans

Stay connected to us:

- Follow us on LinkedIn, Facebook and Twitter for the latest job postings and news
- Join our Talent Community and sign up to receive customized job alerts
- Read our Suncor Connections newsletter to see what we're doing in the communities we live and work in

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request. Please note that our job postings are typically open for two weeks, so don't delay, apply now. **JOB CATEGORY: Business Professionals**

For more information, visit [Suncor for Contracts Coordinator](#)