



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

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Contract Coordinator / Coordonnateur Ou Coordonnatrice De Contrats

Job ID	02-BC-A3-5A-3A-A2
Web Address	https://careers.indigenous.link/viewjob?jobname=02-BC-A3-5A-3A-A2
Company	National Research Council Canada
Location	Ottawa, Montreal (location Royalmount), Across Canada
Date Posted	From: 2023-09-18 To: 2023-10-03
Job	Type: Full-time Category: Office
Job Salary	From \$60,143 To \$70,963 Per Annum.
Languages	Bilingual Imperative CBC/CBC

Description

Help bring research to life and drive your career forward with the National Research Council of Canada (NRC), Canada's largest research and technology organization. We are looking for a Contract Coordinator to support our National Programs and Business Services (NPBS) Branch. The Contract Coordinator would be someone who shares our core values of Integrity, Excellence, Respect and Creativity. The Contract Coordinators' primary responsibility is the development of standard templated agreements based on the information provided. Contract Coordinators also manage the associated work flows including the necessary communication, drafting, reviews and contracts-related records-keeping within the NRC's official document management repository in accordance with the policies and processes of the NRC and the Government of Canada. Contract Coordinators work with Contract Officers and Strategic Contract Advisors on changes to the terms of NRC's contract templates or client agreements according to the specific circumstances and needs of each project. The Contract Coordinator may also be required to prepare reports pertaining to the number and types of contracts per client, program, research centre, etc. The Contract Coordinator contributes directly to the NRC's success by ensuring revenue-generating agreements are prepared accurately, and in a timely and professional manner and by maintaining excellent relationships with internal and external clients as well as with their colleagues. We are interested in candidates with a strong skill set in agreement development, including an understanding of contractual terms and conditions and who enjoys working collaboratively with both internal and external client groups. This position is considered 'contracting-in' and not procurement contracting related.

Contribuez a la realisation de travaux de recherche strategiques et poursuivez une carriere prometteuse au Conseil national de recherches du Canada (CNRC), la plus grande organisation de recherche et de technologie au Canada. Nous recherchons un Coordonnateur ou une Coordonnatrice de contrats pour soutenir notre branche des Programmes nationaux et des services d'affaires (PNSA). Le Coordonnateur ou la

Coordonnatrice de contrats est une personne qui partage nos valeurs fondamentales d'integrite, d'excellence, de respect et de creativite.

La principale responsabilite du Coordonnateur ou de la Coordonnatrice de contrats est l'elaboration d' accords types sur la base des informations fournies. Le Coordonnateur ou la Coordonnatrice de contrats gere egalement les flux de travail associes, y compris la communication necessaire, la redaction, les revisions et la conservation des dossiers relatifs aux contrats dans le referentiel officiel de gestion des documents du CNRC conformement aux politiques et aux procedures du CNRC et du Gouvernement du Canada. Les Coordonnateurs ou les Coordonnatrices de contrats travaillent avec les Agent ou Agentes de contrats et les Conseillers ou Conseilleres aux contrats strategiques sur les modifications a apporter aux termes des modeles de contrats du CNRC ou des accords avec les clients en fonction des circonstances et des besoins specifiques de chaque project. Le Coordonnateur ou la Coordonnatrice de contrats peut egalement etre amene(e) a preparer des rapports sur le nombre et les types de contrats par client, programme, centre de recherches, etc.

Le Coordonnateur ou la Coordonnatrice de contrats contribue directement au succes du CNRC en veillant a ce que les contrats generateurs de revenus soient prepares avec precision, en temps opportun et de maniere professionnelle, et en entretenant d'excellentes relations avec les clients internes et externes ainsi qu'avec ses collegues.

Nous recherchons des candidats et des candidates possedant de solides competences en matiere d'elaboration d'accords, y compris une bonne comprehension des conditions contractuelles, et qui aiment travailler en collaboration avec des groupes de clients internes et externes.

Ce poste est considere comme un poste de Â« contractant Â» et n'est pas lie a la passation de marches du departement des services des achats.

Experience

Minimum 2 (two) years experience in the development, drafting and management of contractual agreements.

Experience working with internal and external clients.

Minimum 2 (two) years experience using computers in an office environment which includes using Microsoft Office Suite and database systems.

Au moins 2 (deux) ans d'experience dans l'elaboration, la redaction et la gestion d'accords contractuels.

Experience dans le travail avec des clients internes et externes.

Au moins 2 (deux) ans d'experience dans l'utilisation d'ordinateurs dans un environnement de bureau, y compris la suite Microsoft Office et les systemes de base de donnees.

Education Requirements

College diploma in business administration, or paralegal certification from an accredited program. An acceptable combination of successful completion of Secondary School according to provincial standards plus relevant experience in business contracting may be considered.

Diplome d'etudes collegiales en administration des affaires ou certificat d'etudes juridiques d'un programme accredite. Une combinaison acceptable d'un diplome d'etudes secondaires qui repond aux normes provinciales et d'experience pertinente dans les contrats d'affaires peut etre prise en

consideration.

Essential Skills

Solid knowledge of business management practices and contract administration.

Solid ability to interpret and apply administrative and financial policies and procedures, and provide legal and business advice in the context of the position.

Advanced ability to manage and effectively organize multiple priorities.

Ability to analyze and synthesize information from a variety of sources.

Ability to research, collate, and prepare effective written and verbal reports.

Connaissance solide des pratiques de gestion d'entreprise et de l'administration des contrats.

Capacite solide a interpreter et a appliquer des politiques administratives et financieres, et a fournir des conseils juridiques et d'affaires dans le cadre du poste.

Capacite avancee a gerer et a organiser efficacement de nombreuses priorites.

Capacite d'analyser et de synthetiser des informations provenant de sources diverses.

Capacite a rechercher, rassembler de l'information et preparer des rapports ecrits et verbaux efficaces.

How to Apply

Click "Apply Now"