



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/05/23

Contract & Procurement Administrator

Job ID	5E-3A-EC-5E-DC-C8	
Web Address	https://careers.indigenous.link/viewjob?jobname=5E-3A-EC-5E-DC-C8	
Company	Atomic Energy Of Canada Limited	
Location	Chalk River, Ontario	
Date Posted	From: 2024-10-24	To: 2025-04-22
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

AECL operates on land and territories that have, since time immemorial, been the traditional lands of Indigenous peoples in Canada. Together with our contractor, Canadian Nuclear Laboratories (CNL), AECL is committed to advancing reconciliation with First Nation, Metis, and Inuit communities through a renewed relationship based on recognition of rights, mutual understanding and respect, and meaningful engagement, collaboration, and partnership. Is AECL right for you

As a federal Crown corporation, Atomic Energy of Canada Limited (AECL) has a mandate to enable nuclear science and technology and manage the Government of Canada's radioactive waste liabilities. Since 2015, AECL has been delivering its mandate through a Government-owned, Contractor-operated (GoCo) business model, whereby a private-sector organization, Canadian Nuclear Laboratories (CNL), is responsible for managing and operating AECL's sites on its behalf, pursuant to long term agreements. AECL's objectives under the GoCo model include accelerating Environmental Remediation Management, managing the Federal Nuclear Science and Technology Work Plan in support of government priorities and needs, and building a world-class nuclear laboratory that fulfils government priorities and grows commercial revenues, while reducing or containing costs and risks to Canada.

What you will do:

Reporting to the Manager, Procurement & Contract Oversight, you will provide a vital role in assisting with AECL's contract administration. As the Contract & Procurement Administrator, you will issue purchase orders (POs) on a day-to-day basis and efficiently facilitate contract changes. You will oversee IT service contracts and build and maintain strong relationships with suppliers to promote effective communication and collaboration and streamline procurement activities. You will identify and mitigate potential risks in contracts and procurement processes, participate in audits and drive continuous improvement by proposing and implementing enhancements to procurement processes and systems. As you grow in this role you will have the opportunity to handle standard Request for Proposals (RFPs) and contribute to procurement strategy. You will have the opportunity to enhance your skills and expertise, be a part of a talented team that inspires career growth and development and contribute to meaningful projects that drive AECL's success.

What you bring:

- Post-secondary diploma in procurement or supply chain management, or a supply chain or procurement designation with proven experience in contract administration and procurement.
- Proven experience in contract administration and procurement with a working knowledge of procurement laws and regulations
- Experience in IT contract management is highly desirable.
- Proactive problem-solving skills to address issues that arise during contract administration and procurement processes.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) to edit documents, create templates, and manage spreadsheets with formulas and intermediate proficiency in interpreting data for proposal comparison for the purposes of tracking funds spent on POs, monitoring contingency availability, assessing approved funds, and comparing priced proposals.
- Effective verbal and written communication skills to clearly convey contract terms, procurement strategies, and compliance requirements ensuring accurate documentation and successful negotiations.

- Contract administration skills including drafting, reviewing, and modifying terms, ensuring compliance and mitigating risks throughout the contract lifecycle.
- Ability to take initiative and be self-motivated, follow and enforce established processes, and maintain meticulous documentation for audits.
- Initiative to propose process improvements and contribute to continuous enhancement of procurement practices.

What we bring:

- Salary:

- The hiring range for this role is between \$82,600 and \$94,800 based on compensable factors including, but not limited to qualifications and experience.

- The current salary range for this role is broader than the hiring range. Employees progress through the salary scale based on AECL's compensation philosophy and procedures.

- Benefits:

- Comprehensive medical and dental benefits through the Government of Canada.

- Participation in the Public Service Pension Plan (an indexed, defined-benefit pension plan) to help you plan for retirement.

- Vacation, personal and floating days to be used in support of your physical and mental wellbeing.

- A confidential Employee Assistance Program to help with challenges you or your family may be facing.

- A flexible hybrid work model that lets you balance both working from home and nurturing in-person connections by coming into the office or on-site.

- Performance-based incentives to motivate and reward you for meeting goals.

What you can expect:

- This position can be based out of AECL's Ottawa or Chalk River, Ontario office locations.

- This competition will have two rounds of interviews.

- The selected candidate must successfully meet Government of Canada security clearance requirements.

- While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

- Preference may be given to individuals who are bilingual.

Recruitment Timelines:

Please plan to be available on the following dates if you are selected for an interview. If these dates are not accessible to you, please let us know and we will work with you to find other suitable options.

- Phone screens with shortlisted candidates are scheduled for the week of November 11th

- First interviews will be in-person and scheduled for the week of November 25th

- Second interviews will be in-person and scheduled for the week of December 2nd

At AECL, we are committed to building an authentic workplace. Promoting diversity, equity, inclusion, and accessibility matters to us. We welcome applications from women, visible minorities, Indigenous Peoples, persons with disabilities, and persons of any gender identity, expression, or sexual orientation. Preference may be given to members of a designated group to address identified under-representation. We encourage candidates to self-identify.

AECL provides support and reasonable accommodations in its recruitment processes to applicants with disabilities. This includes accommodations that consider an applicant's accessibility needs. If you have a disability that requires accommodation during our recruitment process, let us know how we can assist you by emailing hr@aecl.ca.

About AECL:

www.aecl.ca

@AECL

@AECL_EACL

@atomicenergycanada

How to Apply

Click "Apply Now"