



The Contract Administrator & Project Controls Coordinator spearheads the request for proposal, tendering and competitive bidding processes. He / She evaluates and recommends proposals to management and follows established procurement processes in approving and awarding work. This position will work hand in hand with the management teams to ensure contracts are evaluated, awarded and managed in accordance with corporate needs.

In the realm of Project Controls, the incumbent leads, monitors, controls and reports the progress of the project while ensuring the effectiveness and appropriate integration of cost controls, scheduling oversight and change management on the project. This position will produce, monitor and report on key measurements of project progress within the management team.

Contract Administration & Project Controls Coordinator

This role will be on a rotational basis at the Fenelon Camp on a 4 days on, 3 days off rotation

Responsibilities:

1. **Contract Administration**

- Formulating and issuing contracts and scopes of work
- Pre-qualifying and preparing lists of tenderers
- Receiving and evaluating tenders
- Interviewing contractors and potential contractors and making appropriate recommendations;
- Preparing summaries and letters of recommendations
- Communicating with management to secure approvals in accordance with established delegation of authority procedure
- Preparing contracts and tender documents
- Posting awards, administering contract and monitoring contractors' performance and conformance to commercial terms
- Approving progress billings
- Interacting with engineering and operations departments to comply with terms, revisions and amendments
- Participating in contract termination, claims or disputes settlements according to delegated authority
- Conducting close-out review and processing back-charges

2. **Cost Management**

- Coordinates and oversees all aspects of the project cost functions and associated reporting.
- Maintains and updates the Forecast / Actual vs Baseline Cost to provide full visibility on the current cost assumptions, risks, and opportunities.
- Ensures forecasts are prepared and integrated with needs of corporate team
- Ensures effective cost assessment and analysis is performed and reported (CPI)
- Reviews and verifies contractors' cost control systems and reporting



3. ***Planning, Scheduling & Progress***

- Coordinates with all parties with respect to planning and scheduling functions and ensures the schedules are properly integrated into one master schedule.
- Ensures schedule assessment and analysis is performed and reported
- Maintains and updates the Forecast / Actual vs Baseline Schedule to provide full visibility on the current schedule assumptions, risks, and opportunities.
- Ensure accuracy in the reporting of total project construction, procurement and engineering progress and productivity (SPI)
- When applicable, reviews and verify contractors' scheduling and progressing systems and reporting.

4. ***Estimating***

- Analyses the magnitude and drivers of budget variance
- Participates in and reviews estimates in support of the contract management process

5. ***General***

- Advises on opportunities for process improvement, and assists with procedural creation and reviews
- Supports effective interfacing with other groups as required
- Attends and assists with routine weekly and monthly meetings and associated reporting
- Maintains an awareness of requirements and establishes effective working relationships at all levels.

Qualifications:

- Minimum 5 to 7 years of direct Contract Administration and / or Project Controls experience at an intermediate level.
- Bachelor's degree (minimum) in Engineering, Business Administration, Finance or related discipline.
- Flexible, well organized, able to address multiple conflicting priorities and pro-active.
- Project Management and Engineering knowledge is a strong asset.
- Exceptional written and oral communication skills.
- Knowledge of mining industry preferred but not required.
- A solid understanding of scheduling software
- Strong business acumen
- Excellent communication skills, both written and verbal
- Experience with working with a team of professionals within own discipline or a related area of specialization