



EMPLOYMENT OPPORTUNITY

POSITION	Capital Contract Coordinator
WAGE	\$30 - \$35 per hour
STATUS / Contract	Full time Permanent
SUPERVISOR	Principal Administrative Officer of Capital Infrastructure, Housing, and Public Works
Location	Atlin, BC
Closing Date	Until filled

POSITION SUMMARY

Working directly with the Principal Administrative Officer of Capital Infrastructure, Housing, and Public Works and the Capital Department team, on all projects. Ensuring the correct implementation of contracts for all levels of the project, including consultants, architects, engineers, contractors and trades. Maintaining a high level of organization of multiple large, high cost projects simultaneously.

SUCCESS PROFILE

What does it take to be successful working at TRTFN? Check out the top traits we're looking for and see if you have the right mix.

- **Collaborative:** Ability to collaborate and work effectively with others.
- **Organized:** Ability to prioritize tasks and reach company deadlines with minimum supervision with good organizational skills.
- **Communicator:** Excellent verbal and written communication skills. Ability to translate complex concepts into easily understood and audience appropriate briefing notes, reports, and presentations.
- **Complex understanding:** Ability to design and evaluate contracts from a First Nations viewpoint.
- **Analytical:** Possessing initiative, critical thinking, and problem-solving skills.
- **Presenter:** Ability to communicate both orally and in writing, including public speaking, and note taking skills.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment, which allows you to make a high impact towards the future of a First Nations Community.

DUTIES AND RESPONSIBILITIES

- Excellent written and verbal communication skills, proficient in Microsoft Word and Excel
- Exceptional attention to detail, ability to multi-task and high level of organizational skills
- Intricate understanding of contracts, contractual language, and contract governance, ensuring they comply with relevant regulations, laws, and industry standards
- Ability to manage and store confidential files and information.
- Follow due diligence procedures for writing and proof-reading policies;
- Develop conditions for bids (RFP & TOR), proposals, and contracts
- Lead and oversee the creation of contract and negotiation process from start to finish and work with all parties to ensure understanding and compliance with contracts
- Ensure the accuracy, efficiency and relevance of all contracts;
- Review, negotiate and execute a variety of contracts for contractors, vendors, Architects and Engineers

- Track renewals and review of contracts before expiration dates
- Capital infrastructure, construction project experience an asset, working with CCDC31 and AIBC contracts

EDUCATION, SKILLS AND EXPERIENCE Successful completion of a post-secondary program certificate or diploma relevant to the position, such as a law clerk diploma program or legal studies OR equivalent education, training or experience relevant to the position will also be considered. Experience or great in-depth knowledge working in contract law, contractual language is required.

CONDITIONS OF EMPLOYMENT

Criminal Record Check References Class 5 Drivers licence

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trfn.com titled:.

- No Phone calls will be entertained.
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens.
- We are only able to accept applications from permanent Canadian residents.