



Position	Capital Department Contract Coordinator
Department	Infrastructure
Supervisor	Principal Administrative Officer of Capital Infrastructure, Housing and Public Works
Wage / Salary Range	\$30.00 - \$35.00 per hour
Status	Full time Permanent
Location	Taku River Tlingit First Nation, Atlin, BC.
Date created	March 14, 2024
Date posted	April 9, 2024

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.

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

- 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/

EDUCATION

- 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

- Experience or great in-depth knowledge working in contract law and contractual language is required.
- Capital infrastructure, construction project experience and working with CCDC31 and AIBC contracts experience, an asset.

SKILLS

- Excellent written and verbal communication skills, proficient in MS Office
- 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.

Competencies

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

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check
- References

WORKING CONDITIONS

- Travel to worksites at all times of the year in all kinds of weather.
- Long hours in an office with many interruptions.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Capital Department Contract Coordinator

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.