

Contracts Administrator (2021-87429)

Wood currently has an opportunity for **Senior Contracts Administrator** to join our Mining & Minerals business in **Oakville**. **Functionally** reporting to the Manager, Supply Chain and the project Contracts Manager and working alongside other team members, this position will be based at the construction site near Gogama, ON. If you have a successful track record and thrive on challenges in a fast pace environment, this opportunity is for you. This role is not eligible for relocation assistance.

Responsibilities:

- Managing, coordinating and administrating contracts to ensure cost and schedule compliance.
- Working with the pre-qualification of tenders, award and administration of construction and service contracts including managing contract change orders for in or out of scope items.
- Developing and maintaining construction progress activities utilizing the company's in house proprietary management system.
- Assisting with input to monthly project reports for construction progress and status of contracts

Qualifications:

- Minimum 8-15 years of contracts administration within EPC/EPCM projects; preferably with experience on heavy industrial projects within a construction environment, preferably in remote or international locations.
- Undergraduate or Graduate Degree in engineering, quantity surveying, or a recognized business program
- Familiarity with the formation of construction contracts including service and consultant agreements/contracts
- Ability to manage and administer pre and post award construction contracts.

- Familiar with Unit Price T&M and Lump Sum contracts.
- Ability to breakdown contract Schedule "A's" into a framework to be used as a progress construction monitoring tool.
- Familiar with Work Breakdown Structures (WBS) and their application when developing/using progress monitoring.
- Advanced computer skills with emphasis on MS Office applications, SharePoint, Electronic Project Management Systems, including data base manipulation
- Preference will be given to applicants currently residing in Ontario
- Authorization to lawfully work in Canada without sponsorship from Wood is required

To Apply, Click on link below:

[Click to Apply – Contracts Administrator \(2021-87429\)](#)

Or go to our careers page at https://careers.woodplc.com/_nocache_ and search for 2021-87429

If you require assistance, please contact Debbie.cupido@woodplc.com