



JOB POSTING: 2020-074

JOB TITLE: Contracts Administrator

COMPANY: Coulson Aircrane Ltd., Port Alberni BC

REPORTS TO: Contracts Specialist, Coulson Aircrane Ltd.

ABOUT THE COMPANY:

At the Coulson Group, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work. Family owned and operated since 1960, the Coulson Group of Companies began with Coulson Forest Products. During the 1990s, the Coulson Group expanded into Aviation and have become global leaders in aerial firefighting, emergency personnel transport and other heavy lift operations. Coulson Aviation operates in North America, South America and Australia and we expect to expand our specialized missions to other countries around the world. In addition to aviation we operate Port Alberni's local gaming centre and restaurant, Chances RimRock and Cypress Restaurant. In 2012, Coulson Ice Blast was founded, a wet & dry ice blasting cleaning technology business and have expanded the group further launching Coulson Entertainment, a division that provides large scale aviation props to movie productions.

Coulson Group is founded on innovation, diversification and entrepreneurial spirit and values safety first, environmentally friendly, working smarter and harder than the competition and customer service excellence.

WHAT WE'RE LOOKING FOR:

The Contracts Administrator is an entry level role, which will be responsible for contract negotiations with customers and business partners. The Contracts Administrator will require an entry level knowledge of and a willingness to learn about contract law, contract drafting, and has negotiation and relationship management skills.

This position is based in Port Alberni, BC Canada. Candidates must be eligible to work in Canada.

Duties

- Support sales effort/bid preparation and negotiate contracts and amendments with the customer.
- Risk identification, management, and mitigation strategies.



- Review contract change proposals and amendments and assist in negotiations regarding the contract with the customer. If required, the Specialist will consult with external legal counsel regarding interpretation of issues. This also includes review and assistance in negotiation of all changes to the contract, if required.
- Prepare, present, and execute agreement documents covering various types of contracts with customers and business partners.
- Provide thorough and timely review of documents drafted by other parties, identifying, evaluating, and mitigating commercial and contractual risk to the company.
- Review and advise on contractual requirements expressed in Request for Proposals/Quotations.
- Liaise with customers and business partners and report on progress, any modifications required, and the subsequent impact on schedule and budget.
- Liaise with customers and business partners regarding contract deliverables, including documentation, plans, milestones, and other unique contract requirements.
- Keep accurate, easily accessible, and complete records of the company's contractual and business matters for the scope of work assigned to them.
- Keep documented records of commitments made between the company and its customers and business partners.
- Ensure that the business area is cognizant of the requirement to have these agreements properly expressed and executed in a timely manner to protect the interests of the business area as well as the company.
- Keep immediate Supervisor and the business area apprised of business risk issues.

Education and Experience

- University degree in the field of accounting, business, science, law, or engineering required.
- Aviation industry experience an asset.
- Experience with and knowledge of Transport Canada and FAA regulations an asset.

Skills, Knowledge and Required Competencies

- Analytical ability within business and legal issues; applied standards and procedures.
- Able to conduct research on the internet and elsewhere for licensing and contractual items, etc.
- Strong interpersonal, communication, negotiation, and relationship management skills with all level of employees, internal and external.
- Proven ability to take initiative and problem solve.
- Excellent knowledge of English language, verbal and written.
- Demonstrate exemplary business ethics, integrity, and honesty in all situations.
- Strong organizational skills.
- Excellent computer skills including Word/Excel/PowerPoint.



HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote “**2020-074 – Contracts Administrator**” in the Subject line.

We would like to thank all applicants in advance for their interest; however, due to the volume of applications we receive, only those selected for an interview will be contacted. No phone calls please.

BENEFITS:

In addition to a competitive salary, Coulson Group provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs

WHY CHOOSE US:

Port Alberni is a jewel nestled in the Alberni Valley, offering many outdoor activities during your down time, including water sports, camping, hiking, snow sports, and more. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you're looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive West of town. Or, if you're not looking for waves, Nanaimo is only an hour East, while Victoria is less than three hours South. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is also less than two hours Northeast of the Valley. And let's not forget those adorable goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.

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