



SUPPLY CHAIN JOB DESCRIPTION

**Job Title:** Contract Administrator/Contract Specialist  
**Department:** Performance Improvement  
**Reports To:** Project Manager  
**Status:** Independent Contractor  
**Environment:** Drug Free Workplace  
**Location:** Port Elgin, Ontario, Canada

**ROLE OVERVIEW:**

- **Location:** Can work remotely from anywhere in Ontario, Canada (during pandemic)
- **Travel:** Must be able and willing to travel to Port Elgin and surrounding area, as needed
- **Support:** In addition to working with extremely high caliber colleagues, our Contract Specialists are surrounded by a team of dedicated subject-matter experts committed to ensuring a smooth transition and successful team effort
- **Duration:** High performers will remain on the project until at least 2023

**MINIMUM REQUIREMENTS:**

- Position: Contract Specialist / Supply Chain Program Lead
- Status: Independent Contractor
- Education: four-year degree from University
- Work location: preference will be given to candidates able to work onsite
- Leadership skills: experience leading a team of up to (5) people
- Relevant experience: at least 15 years' experience, with minimum of 10 years in Supply Chain and 2+ years working in Canada
- Industry experience: Nuclear, Industrial, or similar sector
- Technology skills: excellent computer skills
- Superb communication (verbal, presentation, negotiation) and report-writing skills
- Ability to manage challenges at an enterprise level
- Ability to deliver results under pressing timelines

**ENGAGEMENT SPECIFICATIONS:**

- Typical workweek is 32-40 hours a week, Monday through Friday.
- During COVID19 pandemic, selected incumbent will work remotely from home office.
- Some roles may require travels to visit supplier locations, when travels are allowed.
- Mileage and expenses reimbursed for business-related travels.



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- Experience working with Bruce Power or OPG highly preferred.
- Must be willing and able to pass strict and high-level security background screening.

### **JOB PROFILE SUMMARY:**

The **Contract Administrator/Contract Specialist/Supply Chain Lead** provides focused on leading enterprise-wide Supplier Management Programs and delivering results. Lead should have previous experience with purchasing products and services, lifecycle process of contracting activities including the development and execution of contract strategies, contract administration, claims management and contract closeout. Assists in developing methodologies and perform detailed analyses of market trends to identify over or under capacity within the global supply base.

### **REQUIRED SKILLS:**

Leadership, Management, Computer, Communication and Negotiation skills with an ability to develop, recommend, and lead implementation of various strategies for management of suppliers.

### **OTHER RESPONSIBILITIES:**

- Assists the Department Manager in the operation and supervision of a procurement department.
- Leads or facilitates teams comprised of staff pertinent to the procurement category/service to perform the tasks necessary to establish a master agreement with one or more vendors.
- Assists in the development and execution of Contract Services strategies with strategic suppliers.
- Assembles, negotiates, and administers long-term and/or strategic agreements for services and assists in negotiating minor contracts.
- Creates and manages real-time processes and metrics for continuous improvement related to Supply Chain strategy affected by changing trends and patterns.
- Utilizes computerized programs (SAP) and related modules for contract execution and management.
- Assists in developing methodologies and performs detailed analyses of market trends to identify over or under capacity within the global supply base to effectively manage supply strategies.
- This includes sourcing, supplier integration, performance, and new technologies that drive innovation.
- Assists in developing methodologies and analyze Supply Chain to segment Suppliers into appropriate strategic quadrants that impact the business.
- Identifies innovative links to and/or impacts to the business and structure value-add total cost partnering strategies through multiyear relationships that



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are measurable by positively impacting: safety, availability, risk reduction, price, security of supply, life cycle, and process efficiencies.

- Negotiates for selected strategic, high/low-risk services and/or materials or asset disposal transactions.
- Assists in developing, validating and implementing supply strategies; validate with more senior levels within organization.
- Assists in developing methodologies and performing strategic Demand Forecasting for all Service requirements between all major business groups within organization to segment spend and identify opportunities for service aggregation and supplier rationalization aimed to create "best value" through innovative ideas and solutions.
- Works with all levels of Strategic Suppliers and Stakeholder groups within organization to align strategic interests of functional groups and multiple partners to manage transitions, changing market conditions, evolving technology, and different requirements to move services through life cycles creating agility, adaptability, and alignment to reach mutual objectives efficiently.
- Evaluates existing services and/or materials transactions and administration protocols with a view to continuous improvement.
- Identifies, recommends and implements corrective actions to improve performance and efficiency.
- Manages supplier relationships including supplier audits and formal performance evaluations and 360-degree feedback.
- Investigates and resolves performance issues in area of responsibility and negotiates opportunities for continuous improvement.
- Provides facilitation and assists in creating a team environment through participation across site with respect to Strategic Alliance companies and contractors.
- Ensures both parties have an open and dynamic relationship where mutual sharing of ideas, information and people will develop into a successful business model.
- Investigates and analyzes new and emerging SCM technology enablers and assists in implementing e-solutions to optimize commercial business processes.
- Makes effective use of time and personal ability; working flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the business.
- Ensures work programs and contracts are specified and managed to achieve targets, economic risk management and high standards of business integrity.
- Proactively work with purchasing section within the Commercial Services Division and provide cross-functional support and guidance to the Contracts Management, SCM, and Projects Departments.



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- Provides business process re-engineering facilitation within Commercial Services and SCM Division.
- Performs other duties as required.

### **Pre-engagement Requirements:**

All employees and contractors selected to work with Bruce Power will be required to complete and successfully receive Level 1 Security Clearance through the Canadian Security Intelligence Service (CSIS). This involves a comprehensive background screening and providing detailed supporting documentations for the last five years of history on all employment, self-employment, gaps of employment, places/countries of residence, international travels, and character references. All offers of engagement are contingent upon successful Security Clearance.

### **Company Description:**

Renew International provides diverse cost recovery auditing and sales tax recovery solutions to leading companies across all industries. Our innovative recovery auditing and risk assessment services for the energy sector provide comprehensive “procure to pay” audit solutions on the cost side and wellhead to final sale production payment reviews on the revenue side. Our solutions extend beyond simple fund recovery to include contract compliance, accounts payable, sales tax recovery, revenue audit and risk assessment services—typically resulting in business process modifications implemented across not only our clients’ functions but in many cases within the processes of their third-party suppliers and partners.

*Financial Results \* Customer Service \* Employee Recognition \* Community Involvement \* Spiritual Development*

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.*

### **Contact Information:**

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