



Canadian Nuclear Laboratories | Laboratoires Nucléaires Canadiens

Position Title: Senior Contracts Officer

Position #: 25296

Category: Supply Chain

Location: Chalk River Laboratories, Chalk River, ON – HYBRID WORKING CONDITIONS

Job Duration: Full-Time, Permanent

Salary: \$70,000 - \$104,900 per annum

Apply Here: <https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CNLLTD&cws=37&rid=6618>

Can you see yourself being responsible for the contracting of complex goods and services on behalf of CNL whilst ensuring fair value for money, to meet the requirements of clients, jurisdictional authorities, company policies and procedures, in a timely and cost-effective manner, while mitigating risk and liability? Does the idea of working independently and being responsible for managing the relationship between Supply Chain and the internal clients and stakeholders sound good to you? If you answered yes, then this may be the job for you!

What will you be doing!

- Leading cross-functional teams on complex engagements and engaging with suppliers and partnerships.
- Working with internal clients to develop contract strategies, scope documents, critical success factors, and evaluation criteria for identified procurement requirements.
- Acting as the client interface and enabling the delivery of solutions to specific projects and client groups, providing procurement support, expertise, and coaching to ensure alignment with CNL policies, procedures, and applicable terms and conditions and to create a fair and transparent procurement process.
- Applying professional judgment using a graded approach commensurate with the nature and risk of the specific acquisition.
- Conducting market research to determine the approach to the market and identifying potential suppliers.
- Establishing strategic relationships with key suppliers aligned to the company's needs.
- Identifying new suppliers, agreeing on terms, and negotiating supply arrangements where appropriate, including discount structure and volume rebates with the company's best interest in mind.
- Developing, in conjunction with internal stakeholders, and issuing contract documents (RFPI, RFEOI, RFP, and RFPQ) to the market and managing the solicitation process.
- Conducting Bidders Meetings with prospective proponents and key internal stakeholders.
- Leading cross-functional evaluation teams, performing commercial evaluations of related submissions, and preparing detailed procurement recommendations reflective of greater commercial thinking and contextually relevant aspects of the commercial and technical evaluations.
- Preparing a formal negotiation strategy, leading negotiations, and preparing related documentation in conjunction with internal clients.
- Conducting the contract award process, including issuing notifications of award, letters of regret, and providing proponents feedback where deemed appropriate.
- Authorizing contract strategies, award recommendations, and issuing purchase orders/commitments on behalf of CNL within the delegated financial authorities for the position.
- Coordinating "lessons learned" meetings in a manner that captures and communicates any lessons learned as a result of the procurement process and/or market engagement.
- Ensuring risks and opportunities related to the procurement are identified, assessed, mitigated, and managed effectively throughout the process.

- Providing post-award contract oversight during the execution of the contract, where applicable.
- Maintaining comprehensive procurement files, documenting contractual requirements and communications.
- Resolving complex/diverse professional business service issues.
- Identifying and recommending improvements to processes that affect own area and others/clients.

What we are looking for:

- Post-secondary education in Business Administration/ Supply Chain Management/ Engineering/ Contract Administration with 3-5 years pertinent experience or 8 years of equivalent experience with projects and/or construction projects procurements.
- A supply chain management certification or enrolment in a supply chain diploma program is an asset
- Knowledge and understanding of contract law, procurement practices/processes and tasks with emphasis on complex procurements where the participation of technical experts is required (technical experts, legal, quality assurance).
- Demonstrated understanding of contract terminology and contract interpretation, contract strategies, pricing models and corresponding contract risks.
- Formal training and/or demonstrated experience in relationship management, conflict resolution and negotiation.
- Ability to lead and manage business cross functional teams and skills in supplier relationship management with long-term supplier partners.
- Experience with automated procurement systems – preferably Oracle and MERX.
- Requires excellent communication skills, both verbal and written, and interpersonal skills to develop effective working relationships with internal clients and suppliers.
- Must be able to work in a team environment both within Supply Chain and with internal clients.
- Must be able to work independently, establish priorities in order to meet conflicting deadlines, and resolve conflicts promptly.
- Strong computer skills. Advanced level capability in MS Office Suite (Word, Excel, PowerPoint, SharePoint).
- Outstanding organizational skills and oral and written communication capabilities.
- Strong sense of accountability, work ethic and analytical skills required.
- Willingness to put in extra hours as required.
- Demonstrated ability to lead others through influence rather than authority.
- Maintain clear, concise documentation on all stages of the procurement.
- Technical background or demonstrated understanding of design/construction, and IT services contracts would be an asset
- Knowledge and experience with a variety of Quality Assurance programs.
- Knowledge of nuclear quality assurance programs would be an asset.

Security clearance eligibility required: Reliability Status with Site Access Security Clearance (SASC), which has a minimum requirement of 3 years of verifiable history in Canada, Australia, New Zealand, United States and/or the United Kingdom.

Why CNL?

Does working with a team across Canada to advance nuclear science and technology for a clean and secure world speak to you? We're reinventing ourselves to be the pace setters so we can lead the charge in solving the problems that matter, like building the next generation of clean nuclear and hydrogen energy solutions, developing new and better-targeted cancer treatments, and continuing to lead the world in environmental remediation.

- Work-life balance is an integral part of our overall health and well-being; at CNL, we value this.

We offer a complete total rewards package :

- paid time off (vacation, sick, floater & personal);
- benefits effective day one, that's right, no waiting period;
- tuition support
- and a pension!

Do Our Priorities Resonate with You?

- Clean energy for today and tomorrow.
- Restore and protect the Environment.
- Contribute to the health of Canadians.

Location of Work - Hybrid

- This role is based out of CNL's Chalk River site, however, subject to the terms of this agreement, the primary work location will be remote. The role will require some regular and frequent attendance at the Chalk River site. The schedule and frequency will be determined by discussions with the manager as well as internal client and project needs. CNL may require travel from time to time, as necessary.

CNL is committed to providing an atmosphere free from barriers that promote equity, diversity and inclusion in achieving our mission. CNL welcomes and celebrates employees, stakeholders and partners of all racial, cultural, and ethnic identities.

CNL also supports a workplace environment and a corporate culture built on our Core Values: Respect, Teamwork, Accountability, Safety, Integrity and Excellence, which encourage equitable employment practices and career prospects inclusive of accommodations for all employees.

CNL is committed to being an equal-opportunity employer. If you require accommodation measures during any phase of the hiring process, please inform the Talent Acquisition Specialist with whom you are in contact. All information received in relation to accommodation requests will be kept confidential.

The Chalk River Laboratories site is located on the unceded and unsurrendered territory of the Algonquin Anishinaabe people. As an organization, CNL recognizes and appreciates their historic connection to this place. CNL also recognizes the contributions that First Nations, Métis, Inuit and other Indigenous Peoples have made, both in shaping and strengthening this community in particular, and this province and country as a whole.

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