

CAREER OPPORTUNITY

PROCUREMENT AND CONTRACTS SPECIALIST



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic Procurement and Contracts Specialist. The successful candidate will be an individual that enjoys a challenging, professional and dynamic work place and contributing to the success of a hard-working team.

Our Core Values are:

1. Integrity
2. Innovation
3. Sustainability
4. Fun
5. Safety

➔ More About This Position

Due to extensive growth, RAM's downtown office immediately requires a Procurement and Contracts Specialist. The Procurement and Contracts Specialist will support major projects and operations with end to end procurement as well as contract administration activities, in addition to supporting strategic procurement initiatives for the company. The successful candidate will report directly to the Manager, Supply Chain and Inspection Services. This person will be expected to draft, negotiate and administer supply, consulting and construction contracts.

Further Responsibilities Include:

- Work with the responsible project team members to identify, pre-qualify and select suppliers to obtain competitive

quotations for engineered equipment, consultant services and construction contractors;

- Assemble procurement packages comprising required commercial, technical and contractual documentation to be included in all Request for Quotations/Proposals (RFQ/RFP) for engineered equipment, consulting and construction contracts or master service agreements and solicit competitive proposals;
- Coordinate with technical group and other stakeholders as necessary and incorporate specifications and input into procurement packages, and manage the Q&A/RFI process during procurement, engaging the responsible party to resolve any/all RFI's;
- Perform commercial evaluations of proposals and coordinate the evaluations by other stakeholders as necessary. Prepare bid tab evaluations including commercial and technical assessments and requirements;
- Coordinate resolution and negotiation of any/all commercial and technical matters before making recommendation to award based on Total Cost of Ownership;
- Formalize all procurement documentation and contract draft for award and execution;
- Monitor every contract, satisfying the Contracts Manager and the responsible project team member that all terms and conditions are being satisfactorily achieved in accordance with the schedule and milestones. This includes but is not limited to:
 - Submittal of Insurance and Bonding requirements
 - Submittal of Technical Documents and Drawings and review turn-around times
 - Submittal and Review of Progress Payment Estimates and Invoices
 - Adherence to daily/weekly/monthly reporting requirements
 - Chairing meetings to review status, progress and facilitate issues resolution
 - Adherence to Quality Management requirements, including Inspection and Test Plans (ITP), Certifications, Acceptance Criteria and Factory Acceptance Testing
 - RFIs and timely responses

- Communication and Administration of Change management
- Expediting, freight forwarding, transportation, and where required customs and duties etc.
- Commissioning and start-up Spare Parts
- Material Receiving and Overs, Short and Damage reports
- Project handover documentation, operations and maintenance manuals and spare parts list as required
- Implement corrective action should any term and condition not be met in a timely fashion;
- Maintain the project PO and Expediting Reports for incorporation into the Project Monthly Report;
- Provide other contracts administration as directed by the Contracts Manager on select consulting and construction contracts; and
- Work with the Supply Chain team on strategic initiatives and opportunities.

➔ Ideal Candidate Requirements

- 5+ Years experience working in a Construction Management project environment, preferably EPC/EPCM.
- Experience drafting small and major supply, consulting and construction contracts and change orders (using existing templates).
- Ability to prepare RFQ and RFP packages and perform tendering activities.
- Experience negotiating with contractors and working with external counsel to finalize terms and conditions of contracts.
- Preferably have an understanding of strategic procurement and ability to perform spend analysis and negotiate term/volume-based relationship agreements with key suppliers /stakeholders
- SCMP or similar designation or other formal education in contracts management, paralegal studies, contract law and/or procurement is preferred but not required.
- Have a desire to get involved in other aspects of the business, including business development, supporting the preparation of proposals, and process documents.

➔ Why You Should Join RAM

- Brand New Office Downtown
- Cell Phone Allowance
- Tuition Reimbursement and Career Planning

- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 41** on the 30th annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.



ENGINEERS &
GEOLOGISTS
BRITISH COLUMBIA
ACCREDITED EMPLOYER
MEMBER-IN-TRAINING PROGRAM