

CONTRACT AND PROJECT ADMINISTRATOR

POSTING NUMBER: APP17-03

Canadian Royalties Inc. (CRI) owns large deposits of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is seeking qualified and highly motivated talent to join our team.

TYPE OF POSITION: PERMANENT	NUMBER OF PEOPLE TO HIRE = 1
DEPARTMENT: PROCUREMENT	PLACE OF WORK : MONTREAL
WORKING SCHEDULE: THE NORMAL WORK SCHEDULE IS 9 HOURS A DAY INCLUDING LUNCH FOR A TOTAL OF 40 PAID HOURS PER WEEK	
JOB POSTING PERIOD: NOVEMBER 30TH TO DECEMBER 14TH, 2017	

SUMMARY OF RESPONSIBILITIES

Reporting to the Senior Purchasing Supervisor, the Contract and Project Administrator's main responsibilities are:

- Establish supply and service contracts, ensure proper management thereof;
- Analyze markets and suppliers according to selection criteria;
- Manage the tendering process and analyze offers according to specific criteria;
- Develop trading strategies, negotiate agreements and prepare contracts;
- Process, negotiate and coordinate the various ongoing projects;
- Ensure that all activities related to contract management are organized and carried out according to CRI policies;
- Ensure that processes and audit criteria and invoice approval conform to contract requirements and manages changes / claims / credits;
- Manage the commercial and financial closure of contracts;
- Participate with various project teams by providing commercial and procurement expertise.
- Be willing to travel to the mine site on an occasional basis (approximately 4 times per year) to follow up on major projects

REQUIRED QUALIFICATIONS

- Possess a Bachelor of Business Administration (or other pertinent discipline);
- A minimum of ten (10) years' experience in contract negotiation and management;
- Knowledge of mining products and suppliers is an asset;
- Knowledge of markets, products and services used in heavy industry an asset;
- Expert negotiator, in depth knowledge of typical contract clauses;
- Excellent analytical and communication skills;
- Have a customer first approach;
- Advanced knowledge of the Microsoft Suite programs (especially Excel);
- Knowledge of Guide TI an asset;
- Bilingual (English / French), is essential.

SKILLS

- Willingness to work in a multicultural team;
- Marked aptitude in developing and maintaining good interpersonal relationships; Ability to work in teams and manage change;
- Desired attitudes: Leadership, dynamic, reliable, autonomous, positive, flexible, versatile and have a strong sense of work organization.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before **DECEMBER 14th, 2017** by e-mail to

emplois@canadianroyalties.com

Only those selected for an interview will be contacted.