



Contracts/Quality Administrator

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking a **Contracts/Quality Administrator** to work with its highly skilled team of business professionals, engineers and scientists. If you are a self-motivated team player and committed to excellence, this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 43 years, we have built a world-class team of over 70 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering, and Geotechnical Engineering. This position is located in our St. John's office.

CONTRACTS/QUALITY ADMINISTRATOR

Duties include:

- Reviewing contracts and proposals to ensure compliance with company policies;
- Liaising with C-CORE's clients, subcontractors, project managers and senior management to develop, negotiate, amend and ensure compliance with terms and conditions for various research and development agreements;
- Liaising with insurance agents to ensure certificates and appropriate insurance is in place to meet contract requirements;
- Working closely with project accountants to ensure compliance with financial contractual requirements and to establish project budgets and invoicing schedules; and
- Working closely with C-CORE's Quality Manager to maintain records and documentation related to C-CORE's Quality Management System (QMS) and to assist in implementing, communicating and improving quality processes throughout the corporation.

Qualifications:

You should possess a post-secondary degree supplemented by a minimum of 3-5 years relevant experience in administering contracts. Knowledge and experience in contract law, intellectual property management and ISO 9001 standards (Quality Management) would be considered definite assets. You possess excellent interpersonal, negotiation, presentation, verbal and written communication skills. You are a professional who understands the importance of integrity and confidentiality and is attentive to detail. You also have shown sound judgment, strong analytical and problem-solving abilities in your previous work experience.

Location:

St. John's, NL

Salary & Benefits:

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience.

C-CORE offers competitive salaries and benefits, including attractive vacation & leave entitlements, a generous retirement savings plan and medical & dental plans. We also offer numerous opportunities for professional and personal growth.

Apply to:

Qualified applicants should forward their résumé electronically to: careers@c-core.ca. Please quote **Contracts/Quality Administrator** in your application. For further information, please refer to C-CORE website (www.c-core.ca).

Deadline for Submission:

November 9, 2018

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.