Work Order Requisition ID: BNSJP00006579

Work Order Requisition Title: Contract Analyst - 1

Management Location Address: 888 Birchmount Road, 3rd Floor

Hours: 8-4 PM

Contract Duration: 01/08/2018 to 10/31/2018- possibility of extension/FTE

Group

• Resource Management

The main function of a Contracts Analyst is to administer activities related to contracts for purchase or sale of equipment, tools, parts, supplies or services necessary for the operation of an establishment. A typical Contracts Analyst is responsible for negotiating contracts with the customer or bidder.

Job Responsibilities:

• Reporting to Operations Manager on the team performance and highlighting the issues and options for resolutions.

• Resolving contract rejections from finance and coordinating with various stakeholders for quick resolution of issues.

• Regular team meetings to discuss workload and prioritizing tasks.

• Weekly status meetings with Management to review the service requests.

• Own the contract tracking process and create visibility to all the impacted stakeholders.

• Provide exceptional service for both internal and external customers.

Skills:

• Verbal and written communication skills, attention to detail, negotiation skills and interpersonal skills.

• Ability to analyze financial reports, price proposals and other technical data.

• Ability to accurately document and record customer/client information.

• Ability to predict consumer buying patterns.

• Knowledge of applicable laws and regulations related to purchasing.

• Knowledge of supply chain management.

• Previous experience with computer applications, such as Microsoft Word and Excel.

Education/Experience:

• Bachelor's degree in finance or a related business field required.

• 1-3 years of related experience required.

Candidate Requirements/Must Have Skills:

1) CMS (contract management system) or related

2) Customer Service/People Skills

3) Microsoft Excel- strong Excel (status reporting, Macro, create pivot tables)

4) Great communication skills- very key, speak to client

5) Nice to have: Knowledge of contracts, FI/Banks,

Degrees or certifications:

• Bachelor's degree or Post-Secondary education

Additional note: The manager is looking for a junior candidate to help create contracts, on-boarding project workers and dealing with various finance related issues. They will also be dealing with reports so previous experience in Excel is absolutely a must. Contractor on-boarding, invoicing environment, will use excel knowledge, track and report, generate reports, provide status reports. 1-3- years of overall experience, responsible for invoicing, understanding, what you would need to do with invoice, how that money has been committed, when it should be paid, interfaces with other departments, senior managers, or finance, or vendors. Needs to be professional, understand the importance of urgency, and keen on the work. This is a great opportunity to grow within the bank.