



Contract Coordinator – Surrey, BC

We are looking for a full-time **Contract Coordinator** to join our administrative team based in Surrey, BC, reporting to the President and the Contract Manager. The Contract Coordinator is a detail-oriented professional responsible for supporting the full lifecycle of contracts. They ensure compliance with legal standards and organizational policies, manage contract-related documentation, and track contract performance. This position requires exceptional organizational and communication skills.

The Contract Coordinator acts as a central point of contact for all things related to contracts, ensuring smooth operations and minimizing potential risks for the organization.

Join us and be part of a great team that fosters trust and collaboration. We offer competitive salary, comprehensive benefits package, pension plan, and an excellent work environment.

Essential Duties and Responsibilities

- **Contract Review:** Read and understand proposals and contracts. Coordinate proposals and contract activities, review and finalize contract documents, including amendments and agreements.
- **Contract Tracking:** Track contracts through their lifecycle, ensuring adherence to terms and deadlines. Track contract expiration dates and notify stakeholders in advance of renewals or terminations. Assist in the development and implementation of contract management policies and procedures. Schedule scope of work of various contracts while maintaining milestones.
- **Bus and Chassis orders:** Coordinate and ensure body and chassis are ordered according to schedule
- **Risk Management:** Identifying and mitigating potential risks associated with contracts.
- **Vehicle Coordination:** Organize and validate vehicle files. Create invoices, acceptance documents, warranty registrations, and insurance documents. Coordinate vehicle deliveries.
- **Vehicle Photo Archive:** Create and manage vehicle photo archives (pre-production and pre-delivery)
- **Record Keeping:** Maintain accurate and up-to-date contract records and documentation (scanning, uploading into system and organizing customer files).
- **Reporting and Analysis:** Generating reports on contract status, performance, and compliance. Proactively identify areas for improvement within the contract management process and recommend solutions.
- The duties of this job are performed in an office environment with exposure to a shop environment.
- Any other relevant duties as required to support Contract Management and Fleet Sales

Requirements and Qualifications

- **Experience:** Minimum 2 years of experience in contract management or related field
- **Organizational Skills:** Managing multiple contracts and deadlines effectively. Ability to prioritize tasks and meet deadlines. Ability to review, understand, and negotiate contracts.
- **Communication Skills:** Excellent English communication skills, both written and verbal. Clearly articulating contract terms and requirements.
- **Analytical Skills:** Identifying potential risks and issues within contracts.
- **Legal Knowledge:** Understanding basic legal principles and contract law.
- **Technical Proficiency:** Excellent communication skills, both written and verbal. Familiarity with contract management software and Microsoft Office Suite. Strong attention to detail and ability to work independently
- **Education:** Bachelor's degree in a related field (e.g., business administration, legal studies) is an asset.

Wage: Competitive wage (qualifications & skills based)
Plans: Medical, Dental and Pension plan
Work hours: Monday to Friday from 8:00am to 5:00pm
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