



Specialist, Contracts

POSTING DATE: February 29, 2024

CLOSING DATE: Open until filled

POSTING TYPE: Internal & External

JOB NUMBER: 2024-17

HYBRID WORK: Eligible

POSITION TYPE: Permanent

LOCATION: St. Albert, Alberta

REFERRAL AMOUNT: \$500

Alberta-Pacific Forest Industries Inc. (Al-Pac) is seeking a **Specialist, Contracts** to work out of our office in **St. Albert, AB**. The successful candidate will be responsible for the strategic and **operational performance** through extensive contract activities, from **contract reviews** and development to **internal compliance** and **risk mitigation, contract negotiation, documentation management** & administration, tracking and reporting, and analysis. The Specialist will work in collaboration with key business partners such as Vice Presidents, Managers, Procurement, Internal Stakeholders and Legal to ensure successful end-to-end management of RFX and Contracts.

Who Are We?

Al-Pac is the largest single-line kraft pulp producer in North America. Our mill is located near the communities of Athabasca, Boyle & Lac La Biche. We are leaders in our industry, from our quality products, mill operations and responsible forest management practices, to the way we grow and develop our team members and work with local communities. We are continuously exploring new and innovative ideas, while delivering premium products with a commitment to strong environmental stewardship and corporate social responsibility – a commitment that is demonstrated by our long-standing Forest Stewardship Council® (FSC®) certification*.

Role Responsibilities

- **Contract Development and Management:** Develop and execute commercial contracts with strategic partners, vendors, suppliers and customers that supports governance and compliance requirements.
- **Contract Negotiations:** Oversee contract negotiations as assigned, fulfillment, and material terms, including renewal and termination terms, indemnity, and limitation of liability.





- **Contract Governance and Compliance:** Ensure contracting parties fulfil their contractual obligations by monitoring contract performance, identifying issues, taking timely action to resolve issues, and communicating with stakeholders to minimize risk and maximize supplier performance.
- **Coach and Mentoring:** Coach & mentor Procurement team on contract development, RFX development and contract administration.
- **Contract Review:** Review, redline and oversee contracts received from key business partners, such as the Procurement business function.
- **Collaboration:** Collaborate with external stakeholders, including Legal and Insurance, in the review of Terms and Conditions.
- **Contract Lifecycle Management:** Take ownership of contract management lifecycle; pre and post award.

Role Requirements

- Post-secondary degree in Business, Supply Chain Management, or in another related field.
- 5 + years relevant contract management experience working in a similar environment.
- Supply Chain Management Association (SCMA) designation or equivalent considered an asset
- Excellent written and verbal communication skills.
- Ability to influence and collaborate with stakeholders at all levels.
- Works at an advanced level to orient work in a workflow to plan, organize, and execute the steps it takes to achieve a goal to achieve higher efficiencies. Typically works independently and provides guidance.
- Uses comprehensive knowledge and skills to work independently while providing guidance and training to others on planning, organizing, prioritizing and overseeing activities to efficiently meet business objectives.
- Detail-oriented, proactive, and highly motivated with the ability to effectively manage time.
- Proven expertise in the areas of contract management philosophy in an operating environment, risk assessment and mitigation, supplier evaluation and negotiations, and management of supplier relations.
- Uses comprehensive knowledge and skills to negotiate independently while providing guidance and training to others on how to help the organization by obtaining consensus between two or more internal or external parties who may have different interests.
- Develops and supports business processes and workflows with systems acumen without supervision.





What We Offer

- A competitive annual salary including a company-paid pension at 7% and matching RRSP up to 3%.
- Company-paid dental and extended health benefits, including a health care and taxable spending account and supplemental life insurance.
- Compressed work schedule (Monday-Thursday, 7:00 a.m. to 5:00 p.m.).
- Hybrid Work Arrangement Program, depending on eligibility.
- Four week's annual vacation to start, increasing with years of service.
- Relocation Assistance Program, depending on eligibility.
- Team-based culture that encourages work-life balance.

Resumes can be forwarded in confidence to careers@alpac.ca.

Legal Statement

Al-Pac is an equal opportunity employer and encourages applications from all qualified individuals. We wish to express our thanks to all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.

*FSC-C021640

