

Temporary Full-Time Contracts Coordinator (1 Year Contract)

We are seeking a detail oriented and proactive individual to join our procurement team as a Contracts Coordinator. Reporting to the Manager, Procurement and Contracts, this role will be responsible for managing specific aspects of the contract lifecycle, such as drafting contracts, analyzing contract terms and conditions, and ensuring compliance with contractual obligations. The Contracts Coordinator may also provide support in contract negotiations and vendor management activities.

Responsibilities include but are not limited to:

- Assists in drafting and reviewing contracts, agreements, and procurement documents, ensuring accuracy and compliance with legal standards;
- Coordinates with internal stakeholders to ensure alignment with organizational objectives and policies;
- Reviews contract terms for potential risks, inconsistencies, and recommend revisions as needed;
- Helps develop and maintain procurement/finance policies in line with organizational goals and regulations;
- Collaborates with stakeholders to assess and improve existing policies;
- Supports contract lifecycle management including tracking expiration dates and milestones;
- Maintains contract repository ensuring records are current and accessible;
- Facilitates contract amendments and extensions;
- Assists in managing insurance documents to ensure compliance;
- Reviews insurance provisions in contracts and coordinate with providers;
- Demonstrates understanding of basic finance principles relevant to contracts;
- Collaborates with stakeholders to align procurement with financial objectives;
- Ensures compliance with procurement policies and regulations;
- Supports internal audits to improve procurement processes;
- Performs additional duties as assigned.

Qualifications required:

- Post Secondary degree/diploma in Business Administration, Supply Chain Management, Legal Studies, English, Communication, or a related field;
- Minimum of 2 years of experience in contract administration or procurement, preferably in the not-for-profit sector or a regulated industry;
- Understanding of contract principles, legal terminology, and procurement processes;
- Knowledge of policy development, procedures, and guidelines, with working knowledge of plain language principles is preferred;
- Excellent communication and interpersonal skills, with the ability to effectively interact with internal and external stakeholders;



Community Care Durham

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- Detail oriented with strong organizational and time management abilities;
- Proficient in Microsoft 365, especially MS Excel, MS Word, MS PowerPoint, and Adobe Acrobat;
- Basic experience with Sage Intacct or similar accounting software is an asset;
- Knowledge of Ontario regulations, including the BPS Procurement Directive and best practices related to procurement and contract management is preferred;
- Satisfactory Police Vulnerable Sector Check or Enhance Police Information Check;
- Sensitivity to adults with needs related to aging, physical and/or mental health;
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies.

Compensation: Starting at \$27 per hour; 6% vacation pay

Please apply in writing referencing posting #2024-26 outlining qualifications and experience by 4:00pm on Tuesday, April 23rd, 2024, to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca