

Armatec Survivability is the world leader of engineered passive protection solutions. We save lives by supporting our customers in the development, production, installation and support of the most effective protection systems. In little more than a decade, Armatec has expanded from being a small shop-sized operation to a large corporation with nearly 350 employees serving the needs of armed forces around the world. As the pioneer in the field of holistic survivability, Armatec continues to set the standard for armoured vehicle crew protection.

Armatec has an opportunity for a Contracts/Finance Specialist to join our team:

Requirements:

- Management of contracts awarded, including monitoring, tracking and reporting of deliverables and requirements
- Management of Non Disclosure Agreements, Teaming Agreements.
- Management of patents, including patent applications
- Review, draft and negotiate government terms/conditions/requirements
- Document Control and Maintenance of Document Database
- Trouble shooting and problem solving
- Project Administration duties as required
- Should be capable of assuming the responsibility of a complete costing of Armatec product
- Required to develop and maintain system(s) to analyze costs using appropriate measures
- Analyze and interpret cost figures
- Required to prepare cost accounting reports based on sound cost accounting principles
- Distributes costs between the various divisions of production and management
- Comply with the company Health & Safety rules and regulations in accordance with the Act
- Other duties as required

Knowledge & Skills:

- Broad experience in general accounting and knowledge of basic cost accounting principles
- Background in drafting reviewing & negotiation business arrangements
- Post secondary education in Business Administration or relevant experience
- Critical thinker with strong experience in product delivery
- Superior Computer (MS Suite) skills
- Excellent Communication and people skills
- Strong organization and process simplification skills

Other:

- Valid driver's license
- Canadian Government security clearance or ability to obtain security clearance
- Valid passport

ARMATEC IS AN EQUAL OPPORTUNITY EMPLOYER

Armatec Survivability offers a competitive compensation and benefits package. If you are interested in joining a dynamic company, please send your detailed resume to **hr@armateconline.com** (Indicate '**Contracts/Finance Specialist**' in email subject line).

No phone calls please. *Armatec would like to thank all applicants, however, only those selected for interviews will be contacted.*

