



Armatec is looking for a Contract Specialist!

Please note that to be a candidate for this position, you must be able to obtain Government Security Clearance.

An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 15 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

**Position Title:** Contract Specialist

**Location:** Dorchester, Ontario

**General description:**

The Contract Specialist is responsible for ensuring all contractual business relationships are drafted, executed and administered taking into account Armatec's best interest. The contract specialist reviews contract terms and conditions making sure that they comply with federal and state laws and company policies. He/She will assist customers and personnel in interpreting contract terms and conditions.

**Prerequisite Skills and Qualifications:**

- University degree in Business Administration, Finance, Paralegal or Program Management field
- 4+ years of experience in a Contract Specialist role.
- Previous experience in Defense or Military Industry
- Knowledge and experience in Government contracting and Federal Acquisition Regulations (FAR)
- Exceptional analytical ability and attention to detail
- Proficiency with contract language, copyright principles, ITAR procedures and computer systems
- Excellent oral and written skills in order to write contracts but also to communicate with clients and internal employees
- Understanding of Government rules and regulations
- Full knowledge of the terminology related to Defense Industry contracts
- Valid drivers license
- Canadian Government security clearance or ability to obtain security clearance
- Valid passport

## **Essential Duties:**

The duties associated with this position include, but are not limited to:

### **Procurement Proposal Planning**

- Determination of needs through forecasting requirements, procurement and acquisition knowledge, , funding appropriations and market research
- Analysis of requirements through collectively working with the Technology Team, the Operations Team, the Administration Team and the Business Team to ensure the creation of integrated solutions for a successful growth of Armatec's business volume and increased ROI
- Evaluate the extent of competition through conducting research on past government contracts for a point of reference on contractual obligations and standards.
- Source selection planning
- Solicitation of Terms and Conditions working in tandem with key internal and external stakeholders.
- Oversees and manages the bid evaluation, analysis and selection process

### **Contract Formation**

- Responsible for managing the tender process of RFQs and RFPs according to established company policies and procedures to ensure optimal results
- Assist in the drafting, reviewing and negotiating a wide range of service/good contracts and revenue generating contracts
- Drafting, analyzing and negotiating contracts
- Complete and review the contract line by line to ensure that there are no mistakes on the originating documents.
- Challenge proposed contract terms and conditions and/or scope of work to mitigate or remove risks to the company with customers, suppliers, sub-contractors, internal departments and/or other external third party organizations.
- Propose amended contract language and negotiate proposed changes

### **Contract Administration**

- Ensure all related parties are well-trained on the process and procedures required in the Contract Lifecycle and have a clear view of what their role is
- Draft, analyze, negotiate and implement amendments to contracts in order to improve services and or change clauses that will meet the need of customer and the company.
- Maintain close communication with customers to ensure contractual obligations are met and that expectations are exceeded.
- Ensure maintenance of accurate, thorough contract records and help to facilitate efficient interdepartmental communications related to assigned areas
- Evaluation of contractor's performance and creation of necessary action plans to close any gaps
- Maintain accurate and up to date data base for all contracts and expiry dates.
- Ensures purchase requisitions are created and maintained for executed agreements.
- Administer contracts and effect changes in contractual agreements according to organizational needs, changing markets and legislative codes and standards.
- Manages the relationship with customers keeping track of performance, negotiated discounts, and performance assessments to ensure compliance
- Perform cost analyses to identify areas of opportunity to reduce cost and maximize revenues.

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: [hr@armateconline.com](mailto:hr@armateconline.com). Please include position title in e-mail subject line. We thank all who apply, but only applicants selected for an interview will be contacted.

**Equal Employment Opportunity**

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.