



Manager, Contract Management Office (FNN 201900360)
Finance

Location: London

Employment Group: Admin

Type of Position: Full-time

Closing Date: March 5, 2020

Note: This is a full-time Administrative position (37.5 hours per week).

Duties: The Manager, Contract Management Office, provides leadership and comprehensive technical expertise to the managing of the procurement and contract management operations (lease, revenue and memorandum of understanding) of the College. Accountable for the development, implementation and maintenance of finance services that include College-wide competitive procurement processes; contract negotiations, contract management and dispute resolution; procurement analysis and reporting; vendor contract database administration, and purchasing card administration.

QUALIFICATIONS

- Post-secondary 3 year diploma/degree in Finance or a related field of study
- Purchasing credential required (e.g. Supply Chain Management Professional or Certified Purchasing Manager)
- Minimum 5 years of progressive, related experience in contract/vendor management
- Strong managerial skills
- Excellent analytical skills and knowledge of contract language/legal terms
- Demonstrated experience in cost accounting and purchasing including cost/benefit analysis
- Strong systems and tax knowledge
- Demonstrated excellence in negotiations and conflict resolution
- Good knowledge of database and spreadsheet applications
- Strong writing and presentation skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at:

https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.