

Raytheon Canada Limited

At Raytheon Canada Limited, we are committed to both our customers and employees. Our division provides Mission Support, servicing the defence, security and aerospace sectors with a broad range of high technology products and services. You will be part of a valuable team that allows you to be challenged and offers unique opportunities, working on projects that are making a positive impact on our world. Raytheon Canada offers competitive salaries and a comprehensive benefits package.

Contracts Management Specialist

Required to administer and control contracts and documents related to contracts and proposals while reporting to Management all contractual aspects of programs and outline areas of risk to the Company. May be required to negotiate low risk and low dollar contracts with customers and generate billing for the operations.

Job Duties:

- Draft, administer and control contracts and related documents
- Identify and mitigate risk issues, including the development of risk mitigation strategies, for management consideration
- Participate in the preparation of contract proposals, contract negotiations, contract administration and customer contract activities to provide for proper contract acquisition and fulfillment in accordance with company policies, legal requirements and customer specifications
- Examine and understand contract pricing rates, cost structure estimates of material, equipment services, production cost, performance requirements and delivery schedules to ensure accuracy and completeness
- Assist the Contracts Manager and other functional areas in the preparation of bids and proposals, processes specifications, progress and other reports
- Advise management of contractual rights and obligations and the means to mitigate contractual/program risks
- May be required to negotiate low risk and high/low dollar contracts with the government and generate billing for the operation

Requirements:

- Bachelors Degree in a related field such as Commerce or equivalent in previous training and/or work experience
- 3-5 years of direct or indirect work related experience within contracts
- Ability and desire to learn new concepts as well as adapting to new and challenging situations
- Ability to handle a high volume of work with changing priorities
- General knowledge of business law and legal ramifications with respect to contracts and proposals
- Excellent communication skills, both oral and written, and interpersonal skills for dealing with internal and external customers
- Excellent organizational abilities and high attention to detail
- Knowledge of the defence industry
- Must have strong computer knowledge with the use of various software programs such as Word and Excel

Other information:

Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2012-001 to:

Raytheon Canada Limited
Attn: Human Resources
919 72nd Ave, N.E.
Calgary, Alberta
T2E 8N9
Email: HR@Raytheon-ssd.com
Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.