

Senior Contract Manager

Contents

Under the supervision of the Chief Operating Officer, the Contract Manager will work closely with sales, operations, accounting and management staff. He will be actively involved in the process of preparing service proposals for our domestic and international projects. He will be involved in customer relations.

Key Duties and Responsibilities

- Carry out follow-ups and analysis of operational and financial performance measures of various projects and make appropriate recommendations to the management team;
- Question clients on calls for tenders, analyze calls for tenders and participate in meetings for contracts;
- Perform calculations and prepare bids for contracts;
- Administer the various modifications of the various projects;
- Complete service offers as well as customer requests for information;
- Perform operational and financial analyses in anticipation of determining revenue, cost and profitability projections;
- Participate in customer meetings to present and promote our products and services;
- Carry out certain follow-ups and ensure relevant customer service communications;
- Actively participate in the search for new customers and in various canvassing activities;
- Use or research the various market information to support our sales approach;
- Manage the work team for bids and contracts;
- Work closely with people related to business development;
- Performs all other related tasks related to the workstation.

Profile and requirements

- Possess a Bachelor of Business Administration or equivalent experience;
- Have about 5 years of relevant experience ;
- Demonstrate an entrepreneurial spirit;
- Demonstrate autonomy and be good at interpersonal communication internally as well as with our clients' representatives;
- Have experience in business cases;
- Have strong customer service skills;
- Be structured and organized;
- Proficiency in MS Office and Outlook;
- Know how to plan and manage priorities;
- Have the ability to work with deadlines;
- Have a very good knowledge of spoken and written English

Schedule

- Permanent, full-time.
- In Val-d'Or, at the Company's head office.
- Be willing to travel occasionally.

"Please note that in this document, the masculine form is only used to lighten the text"