



#606-55 Cedar Pointe Drive
Barrie, Ontario L4N 5R7
Office: 705-796-1122
Web: www.LEGroupLtd.com
Email: hr@LEGroupLtd.com

Position: Contract Administrator/ Contract Administrator Assistant
Company Name: Landmark Environmental Group Ltd. (LEGroupLtd.com)
Type: Full-Time/Part-Time/Contract
Posting Date: May 1, 2024
Deadline/Expiry: May 10, 2024
Job Location: Barrie, ON

Position Overview:

Under the direct supervision of the Landscape Architect/Principal of Landmark Environmental Group Ltd., and/or by delegation to a designate, the Contract Administrator position, provides accurate, timely and administrative support for the processing assistance of quotes, proposals, request for proposals and contract documents which are intended to accompany development applications requests. This role will have a direct contact with employees of **the Landmark Environmental Group Ltd.** and is essential for maintaining positive and productive relationships between employees and with principal(s). Independent judgement with minimal supervision is required to plan, prioritize and organize a diversified workload and to recommend and implement approved improvements to the contractual workplan, practices and procedures.

This position is required to have the following key competencies:

- Strong understanding of legal and contractual language;
- Attention to detail, especially with writing and editing;
- Able to work under pressure and tight deadlines while producing high quality, error-free content;
- Proficient and clear communication, both written and spoken capabilities;
- Able to work in a team and play a leadership role when needed;
- Excellent analytical and problem-solving skill;
- Independent work and collaboration skills;
- Personal ethics and credibility.

Employer Description:

We are a premier Consulting Arboriculture, Landscape Architecture & Urban Forestry firm based in Barrie, Ontario celebrating over fifteen years of service excellence to clients in the surrounding GTA including Toronto, York, Peel, Simcoe & Muskoka regions. **Landmark Environmental Group Ltd.** is well-experienced in the areas of Consulting Arboriculture and Urban Forestry review, Tree Inventory/Preservation Reports, Tree Valuation/Appraisals, Tree Risk Assessments and Butternut Health Assessments; enabling complete integration of Landscape Architecture, Arboriculture Services & Urban Forestry. Our Firm is proficient in Landscape Architecture design for residential, institutional & industrial/ commercial subdivision/site plan developments for municipal approvals with emphasis on planting design/details using excellent urban design and CPTED principals. Visit our website at www.LEGroupLtd.com.

Suitable candidates will be required to possess the experience and skill sets described below.

Job Responsibilities will include:

- Develop contract proposals to support organizational goals;
- Review contract estimates, including proposed materials, production costs, etc. and determine whether they seem reasonable and accurate;
- Write contract letters and other communications and notices, negotiate and approve contract terms while ensuring that projects remain within the established budget;
- Ensuring contracts are reviewed and renewed before expiry dates;
- Leading contract negotiations and terms agreements and working with parties to address concerns and resolve disputes;
- Developing conditions for bids, proposals, and contracts;
- Ensuring contracts and other documents comply with relevant regulations, laws, and industry standards;
- Monitoring a project's budget, expenses, payment terms, and other financial obligations;
- Managing the bidding process between contractors and suppliers to secure the best offers;
- Create regular status reports regarding progress on projects; coordinating contractual issues with a company's procurement and legal teams;
- Maintaining records and filing systems for future reference on existing and new contracts, bids, and proposals;
- Liaise with Landmark Environmental Group staff for clarification or to coordinate the completion of contract and proposal applications;
- Ensure that all records are accurate and up to date;
- Responds to general telephone/client inquiries, regarding new business or the progress of contract and proposal application processing;
- Attend meetings to assess progress on projects which are in motion.



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This position may be required to work occasional evenings and weekends, as required from time to time. This posting is not an inclusive listing of activities, duties or responsibilities that may be required of the employee. Additional duties, responsibilities and activities may be assigned.

Educational, Accreditation & Training Qualifications:

- Bachelor's degree in business administration, finance, accounting, or related field;
- Additional qualifications in law are considered a plus;
- Coursework in contract management, contract assessment, or other related subjects, is preferred;
- Completed training and experience in the Microsoft Office Suite.

Experience Requirements:

This is not an entry-level position. Priority is given to candidates with advanced understanding of procurement and contract administration concepts.

- Candidate must demonstrate experience managing contract and successful negotiating terms for their previous clients/firms(s);
- Preference given to candidates with minimum of 2 years industry related experience or one-year relevant experience;
- Minimum 3 years of experience as a contract administration or related role;
- Good knowledge of contract law;
- Familiarity with business, finance, and accounting terminology;
- Has strong negotiation and mediation skills;
- Knowledge of legal requirements involved with contracts and proposals.

Additional Requirements:

- Critical thinking, ability to analyze, organize & prioritize tasks with attention to detail is essential;
- Demonstrate individual motivation and initiative to successfully complete tasks in a remote/working from home environment on temporary basis as required;
- Experience in processing a number of deliverables with different/tight deadlines and the ability to switch priorities upon request;
- Experience within the Landscape Architecture and Arborist industry is considered an asset;
- Exhibit a self-starter attitude, motivated mind-set and be able to work with minimum supervision;
- Deliver outstanding client/customer service communications via email, in-person & phone;
- Must have excellent oral and written communication skills;
- Committed to collaborative team-building abilities, a willingness to learn and contributing to overall project completion;
- Must have a valid Ontario 'G' driver's license with a clean driving record and access to a reliable vehicle.

We offer competitive salary that commensurate with experience, support with continuing education opportunities and competitive group benefits package (eligible after successful 3-month probationary period).

Our positive open-door office atmosphere along with the collective talents of our capable staff assists in providing a supportive work environment. Landmark Environmental Group Ltd. succeeds on the exceptional abilities that their employees possess and is pleased to encourage the goals and aspirations of its team members. Landmark Environmental Group values a work/life balance within a workplace that encourages growth, inclusion, diversity and overall employee wellbeing.

As part of our selection process, candidates may be requested to consent to background and/or credential checks relevant to the role under consideration and prior to receiving a job offer.

How to apply:

Interested and qualified applications can apply via email to hr@LEGroupLtd.com.

Please include the following with your submission:

- Resume;
- Cover letter;
- References (two);

We thank all applicants for your submissions; however, only candidates selected for and interview will be contacted.