



CONTRACT MANAGEMENT/BUSINESS ANALYST

Under the general direction of the Operations department, the successful applicant will have primary responsibility for the development, negotiations and management of project development; corporate business analysis and assisting in the purchasing/acquisition of goods/services for our FortisOntario locations. We are seeking a self-motivated candidate who requires minimum supervision, possess tact, diplomacy and good judgement/discretion when dealing with highly confidential and sensitive information and ensure all Company policies and procedures are considered.

This position will be responsible for a number of duties and responsibilities such as, but not limited to:

- Responsible for Requests for Proposals, Invitation to Tender, Request for Quotes, contracts negotiations, procurement strategic planning, and building stronger supplier relations
- Participate in selecting contactors and preparing/managing all contracts for accuracy (amend as required)
- Ensure contracts are monitored, updated, terms met, and all deliverables achieved; maintain price lists on assigned commodities; negotiate prices, terms, and ensure that inventory levels are monitored
- Investigate and develop new contract sources, expedite contract execution through a fair and competitive bidding process within the scope of business requirements
- Resolve any disputes, discrepancies, scheduling issues and delivery delays or others that may present
- Manage, generate, and organize all internal/external documentation related to contracts
- Perform business analysis, including budget variance analysis for FortisOntario business units
- Provide backup for purchasing major equipment and material
- Other duties and responsibilities may be added or amended

The successful candidate must have the following minimum skills and qualifications:

- Successfully obtained a degree or diploma in **Business/Public Administration** or a related discipline
- **Five (5) years** experience in a related position or experience deemed acceptable to the Company
- Experience with supply management, procurement, inventory, and contract administration
- Advanced computer skills with demonstrated knowledge of MS Office Suite; experience or knowledge of **SAP** would be considered an asset
- Excellent problem solving, negotiation, communications (oral and written), and conflict resolution skills
- Ability to function in a continuously demanding environment with changing/conflicting priorities
- Exceptional level of discretion, confidentiality, and judgement with proven problem skills with the fortitude to take initiative where appropriate
- Must have and maintain a valid Ontario "G" driver's license with a clear abstract - travel will be required



The work location is in Fort Erie, Ontario, located in the beautiful Niagara Region and the position is employed by Canadian Niagara Power Inc. Submit your application to HR@FortisOntario.com by **June 29, 2018**. Indicate "CM-BA" on subject line. www.fortisontario.com

We thank all respondents but we will only contact those selected for an interview. **FortisOntario** is committed to accommodating applicants with disabilities and will provide accommodation when requested.



CANADIAN NIAGARA POWER INC.
A FORTIS ONTARIO Company



Cornwall Electric
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