

Procurement Subcontracts Specialist

St. John's, NL

Who are we?

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada. Cahill is building the future of energy, mining, hydro, and social infrastructure on some of the largest construction and fabrication project sites in the country.

People really are at the heart of everything we do. So, we will always put the health, well-being, and safety of our people above all. We take care of our people, through investment, training, competitive compensation, health plan benefits, and unique programs to support the health and well-being of you and your family. Cahill is currently recruiting for a **Procurement Subcontracts Specialist** to support our corporate and project delivery teams across Canada.

What will you do?

- Manage and administer Cahill's subcontracting process
- Support the Estimating and Project groups to identify where subcontracts are required vs POs
- Work with the project teams to develop the subcontract documentation
- Coordinates the proponent evaluation, selection, negotiation, and execution of subcontracts.
- Ensures that the subcontract terms and conditions incorporate technical, commercial, schedule, health and safety, quality and performance management and reporting requirements and Cahill's terms and conditions
- Monitor key subcontractor performance Supports negotiation of amendments & and issues subcontract change orders as directed and authorized by the Project.
- Support/manage the implementation of a digital subcontract management process
- Maintains the corporate register of all subcontracts and tracks that they are properly executed and closed out

What will you bring?

- Diploma or bachelor's degree in Commerce or equivalent with specific knowledge of contract and procurement law or experience equivalent to this level of education
- A minimum of 8 years' experience in Procurement & Contract administration including experience in the Industrial and/or Commercial Construction Projects
- Professional certification or training through an accredited procurement society such as the Supply Chain Management Association (SCMA, previously PMAC) or Association for Supply Chain Management (ASCM, prev APICS) is considered an asset

- Proven track record in the establishment, ongoing management and maintenance of subcontracts for commercial equipment, products manufactured to specifications, and engineering and technical services. Strong negotiation skills for both new subcontracts and change orders to existing subcontracts
- Significant experience with the MS suite of software and electronic document management systems.

The Cahill Group is taking measures to ensure business continuity while prioritizing the health and safety of our people, companies, clients, and communities. We remain open with revised visitor protocols, physical distancing requirements, increased cleaning, staggered work hours, and remote work.

If you are interested in joining our growing team, please apply in confidence. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.