

Position Title: Contract Administrator

Location: Kamloops, BC

Position Reports to: Chief Financial Officer

Position Summary:

TCS is looking to add a **Contract Administrator** who has a desire to contribute to the operational effectiveness and financial stewardship of our organization to our team (Kamloops location). This role supports the negotiation, maintenance and reporting related to contracts with funders and vendors.

TCS is a dedicated organization in the social services sector, committed to enhancing the quality of life of the individuals we serve. Our caring staff is our greatest asset in advancing our innovative and creative practices.

Primary Responsibilities & Duties:

- Ensures accurate contracting processed in a timely basis (funding tools, contract modifications, etc.)
- Support funding discussions with subject matter knowledge on contract hours, budgets and reporting to those negotiating the contracts
- Monitor compliance with contract requirements and reporting thereon
- Provide data analysis and support for contract deliverable reporting
- Assists TCS management with training and expertise on TCS contracting
- Maintain contract filing system and records
- Support and provide backup for other Finance department roles

Education and Experience (recommended):

- Post-secondary diploma in business administration/2 years of business & accounting courses
- One to two years of related contract/accounting/data analyst experience
- An equivalent combination of education and/or experience may be considered

Skills & Qualifications:

- Excellent communication skills - both written and verbal
- Strong attention to detail and accuracy
- Strong computer skills – including intermediate Excel skills
- Demonstrated ability to build and maintain strong and trusted relationships



- Excellent problem solving and analytical skills with the ability to collect, organize and analyze significant amounts of information, breaking down complex situations into components to logically deduce the root cause
- Proactive and committed to continuous improvement
- Ability to prioritize and balance multiple deadlines and demands

TCS offers an inclusive, positive and flexible work environment that motivates our employees to come to work each day. This position is **30 hours per week** and is based in Kamloops. It offers company-paid benefits, pension, competitive wages, casual office environment and the opportunity to make a difference.

The closing date for applications is **May 16, 2022**

Please send resume and cover letter to Wendy Crawford at: wcrawford@tcsinfo.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.

TCS requires all NEW employees to provide a satisfactory criminal record check (CRC) and/or Vulnerable Sector Search (VSS) prior to the start of their employment.