DUZ CHO CONSTRUCTION
Box 28
4821 South Access Road Chetwynd, BC
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TEL: 250-788-3120

Contracts Manager

Duz Cho Construction LP is looking for a Contracts Manager to join our team! If you think you have what it takes to join a dynamic team and become a member of a growing team, please apply without haste

Employees are expected to support and patriciate in a "culture of safety", adhere to and be ambassadors of Duz Cho's Code of Conduct and Values, act professional and amicable, and to treat others with dignity, respect, and fairness.

Duz Cho is a 100% Indigenous owned company, with ownership belonging to Mcleod Lake Indian Band. The successful candidate will have a deep understanding of the diverse cultures and histories of local Indigenous communities. They must have demonstrated experience in applying Indigenous knowledge in a professional setting, adhering to cultural protocols, and working with a culturally safe approach. Knowledge of the Truth and Reconciliation Commission of Canada (TRC) Calls to Action and a commitment to advancing reconciliation are essential.

Roles & Responsibilities:

The successful candidate will be responsible for supporting contract execution, commercial compliance, change management, reporting, contract systems administration, and closeout activities while acting as a functional business resource for contract management tools and processes.

Working directly with our Pre-Construction and Operations Teams the Contracts Manager will play a critical role overseeing important legal documents relating to construction projects and ensuring that any issues which arise are resolved as quickly and effectively as possible

- Review Requests for Proposals (RFPs), Invitations to Tender (ITTs), and contract documents to identify commercial risks, nonstandard terms, and policy or regulatory deviations.
- Mitigate financial and operational risks by ensuring vendors comply with regulatory requirements and internal governance standards.
- Assist in the development and execution of contract strategies and contracting plans.
- Provide commercial and contractual input throughout tendering, evaluation, and execution phases.
- Support or participate in negotiations related to assigned contracts, including clarifications, amendments, variations, and claims, within delegated authority.
- Prepare or contribute to commercial evaluations, bid analyses, contract award recommendations, and approval documentation.
- Participate in contractor interviews and evaluation processes for assigned packages.
- Administer contracts during execution, including correspondence control, progress meetings, and change management tracking.
- Monitor contractor performance relative to commercial terms, scope, pricing, schedule, and contractual obligations.
- Review contractor progress claims and support invoice approval processes in accordance with contract

provisions.

- Administer contract changes, amendments, and variations, ensuring appropriate documentation and approvals.
- Support claims evaluation, negotiation assistance, and settlement activities.
- Assist with contract close out activities, including final accounts, back charges, and documentation turnover.
- Assisting with Director of Equipment and Maintenance negotiating rental agreements and commercial terms.
- Creating and maintaining contractor tracking and scoring systems.

Requirements:

- Strong understanding of contract administration, commercial management, contract governance, change management, claims management, and contract closeout processes.
- Experience reviewing and interpreting contract documents, commercial terms, contractual obligations, and risk allocation provisions.
- Experience supporting tendering, evaluation, contract award, contract execution, and post-award administration activities.
- Working knowledge of contract lifecycle management practices and contract governance requirements.
- Experience supporting contract management systems, workflows, reporting, and contract data administration.
- Ability to interpret and apply contract terms, policies, procedures, and governance requirements to day-to-day contract execution activities.
- Experience preparing commercial evaluations, recommendations, contract documentation, and management reports.
- Familiarity with Canadian contracting practices, regulatory considerations, and project execution environments.
- Familiarity with Microsoft Office Suite is essential Aswell as experience with Contractor Lifecycle Management software (CLM).
- +5 years of progressive experience in contract administration, contract management, commercial management, or related disciplines.
- Strong negotiation skills, high attention to detail, understanding of contract law, financial analytics, and clear written/verbal communication
- Strong verbal and written communication skills are needed. The ability to explain complex legal or financial details clearly in both written and verbal formats.

Education and Certifications:

- Degree: Degree in business administration, finance, pre-law, or supply chain management.
- Certifications: National Contract Management Association (NCMA) certifications (such as Certified Professional Contract Manager CFCM or Certified Commercial Contracts Manager (CPCM)

Benefits:

- Flexplace Work Policy.
- Competitive compensation.
- Comprehensive benefits package (Medical, Disability, Dental & Vision).
- Paid Time Off Benefits.
- Bi-Weekly Pay Periods.
- Employee Assistance Program – Counseling.

Salary Range: $90,000 - $120,000 per year.

Email to submit resume (optional): recruitment@duzcho.com
Indigenous applicants submit resumes to: localbandtalent@duzcho.com
MLIB Applicants submit resumes directly to: jreno@duzcho.com