



Job Opportunity - CONTRACTS MANAGER – Blackwater Mine

From constructability through to foundations, structural steel, mechanical, piping, fire protection and commissioning, Gisborne provides construction services for the Mining Industry across Canada.

We are looking for an experienced Contracts Manager to join the Gisborne team at the Blackwater Mine.

Duties

- Ensuring consistent and efficient reviewing and issuing of work controlling costs, approving scope change, and completing work
- Ensuring all contractors have clear expectations, regular feedback
- Managing compliance activities including validating contractors, cost controls and enforcement
- Provides support to contractors such as facilitating work scope confirmation, enforcing consistent application of contract pricing and contract terms
- Overseeing the coordination of contractor resources
- Influence contractor behaviour to deliver on long term strategic outcomes
- Support team in achieving contractual obligations and desired project/tender objectives
- Prepare progress reports and other documents
- Responding to requests from the contractor within contract timeline requirements
- Participate in the review and approval of contractor progress payments / proper invoices; proactively review contractor entitlement

Requirements

- Strong MS Office skills and scheduling software (Primavera P6)
- Industrial construction experience
- Must be highly self-motivated and demonstrate exceptional leadership skills
- Excellent communication with the ability to interpret needs and express ideas clearly
- Efficient organizational skills with the ability to thrive well in a deadline-oriented environment
- Superior analytical and problem-solving skills
- Exposure to In Eight Suite would be considered an asset

Pay Rate

- \$50.00-\$55.00 per hour

Schedule

- 14 days on, 7 days off
- 10.5 work hours per day
- Camp accommodation
- Travel provided by Gisborne, from your home airport

Benefits

- Extended Health & Dental
- RRSP – Employer Contributions
- Life insurance

Send resumes to recruitment@gisborne.com