



## Launch Your Career



### Contracts Manager

Magellan Aerospace has an exciting career opportunity for a full-time permanent Contracts Manager at our manufacturing hub in Winnipeg, Manitoba.

The **Contracts Manager** will be responsible for facilitating day-to-day management of the Contracts department in accordance with Company Procedures. The incumbent will oversee supervision of department staff to ensure that all aspects of the business cycle relating to proposals, contracts, administration, invoicing and any warranty claims are efficiently handled in compliance with corresponding work instructions and procedures. The Contracts Manager will also assist in all administrative functions of the department.

#### Primary Responsibilities:

- Supervise, monitor and assist Contracts staff in the performance of their duties.
- Coordinate, review and approve formal proposals / pricing with engineering, estimating, program management, marketing and the executive. Subsequent to proposal submission and contract being awarded, ensure effective contract administration and monitoring.
- Negotiate contracts for both domestic and export customers.
- Receive, review and respond to customer enquiries – specialized aspects of this include familiarity with frequently changing Canadian and U.S. Government regulations.
- Coordinate and negotiate financial papers associated with contracts (i.e. Letters of Credit, Performance Bonds, and Banker's Guarantee).
- Contribute to overall corporate profitability by ensuring that proposals meet financial requirements and that the agreed to T+C's (Terms and Conditions) adequately protect the company in all eventualities.
- Communicate regularly with all other departments.
- Other duties as assigned, such as committees, infrastructure, etc.

#### Position Requirements / Qualifications Include:

- Bachelor of Commerce degree or Business Administration diploma from a recognized university or college.
- 5 to 8 years of business / management experience.
- Contracts administration experience is considered a strong asset.
- Knowledge of Canadian government or standard industry terms and conditions; understanding of Commercial Law as it related to terms and conditions.
- Familiarity with Canadian and U.S. government regulations.
- Exceptional written and verbal communication skills.
- Strong planning and organizational skills.
- Negotiation skills in confrontational situations.

If you are interested in joining our team, please find this posting on our Careers page at <http://www.magellan.aero/careers> and upload your resume today!