



Century Group is a BC-based, family-owned, mixed-use real estate development and construction company in business for 60 years. In addition to development, Century Group owns and manages a diverse portfolio of operating businesses, which includes apartment rentals, retail and commercial leasing, hospitality and seniors living.

Be part of Century Group where our people are engaged in our core values of community, collaboration and creativity.

Construction Contracts Manager

Century Group is now seeking Contracts Manager, for our Construction division to work closely with the VP Construction and other members of the Construction team.

POSITION SUMMARY

Reporting to the VP Construction the Contracts (Administration) Manager will develop and manage contracts and subcontracts for one or more projects as required by the Construction Department in accordance with the companies' policies and procedures. This role will be responsible for preparing, negotiating and reviewing various company contracts, ensuring all our contracts conform to legislative requirements and meet our company goals.

KEY ACCOUNTABILITIES

1. Responsible for negotiating contract terms with internal and external business partners.
2. Responsible for reviewing and updating existing contracts.
3. Ensures that the terms and conditions are explained to managers and interested parties.
4. Ensures that employees understand and comply with company contracts.
5. Analyzes potential risks involved with specific contract terms.
6. Stay up-to date with legislative changes.
7. Ensures all deadlines and conditions described on contracts are met.
8. Maintains an organized system of physical and digital records.
9. Create language standards for existing and new contracts.
10. Serves as a liaison between internal and external parties during contract development and negotiation stages.
11. Negotiates terms, conditions and pricing, and ensure they are accurately executed and satisfied.
12. Follows up to guarantee contractual payments have been made. Analyze potential risks that contract changes may pose to the organization.
13. Resolves any existing contract conflicts.
14. Reports status of current contract processes to management.

EDUCATION & EXPERIENCE

Requires Bachelor's degree in Business Administration; additional qualifications in law is a plus. Requires 7+ years' experience in Contract Administration and management

Knowledge of construction and procurement laws/regulations

Familiarity with accounting procedures.

Previous experience managing contracts and is familiar with legal requirements and terms of use.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytical and organizational skills.
- Effective ability to negotiate and execute contracts.
- Demonstrated ability to work with varying seniority levels, including staff, managers and external partners.
- A strong attention to detail along with the ability to discover potential risks for our company.
- Analyze contracts with an eye toward reducing costs and increasing profits, while ensuring compliance with the law.
- Excellent reading and language comprehension, including exceptional communication skills, (oral and written).
- Proven management and leadership skills.
- Work with different levels of personnel within an organization to analyze and solidify an overall contract strategy.
- Create language standards and rules for existing and new contracts.
- Understands BC House Regulations and Rules
- Understands bonding, warranty, insurance requirements and conditions for when they are required in contracts

APPLICATIONS

Please apply online at <https://centurygroup.ca/about-us/join-our-team/current-opportunities> with a Resume and cover letter outlining how your experience has prepared you for this role. Century Group offers a competitive compensation and benefits package. When you join Century Group, you become part of a large team committed to building positive relationships with our diverse communities and the people whose lives we touch.