

CONTRACT ADMINISTRATOR

Company: Manufacturing and distribution in the sports field

Location: Montreal

SUMMARY

Reporting directly to the VP of Legal Services and General Counsel, the candidate will support counsel and other legal personnel by performing a variety of corporate, commercial and administrative legal activities.

ROLES AND RESPONSIBILITIES

- Draft, review and process project agreements and associated documents. This includes, but not limited to: preparing files, drafting and reviewing project contracts, change orders, addenda, insurance certificates, reviewing and processing change orders and issuing subcontracts, as well as coordinating document signatures. Update agreement status in contracts table and other contract databases. Communicate with customers and liaise with project management team.
- Maintain the Company's numerous business and general contractor licenses in the US and Canada.
- Manage corporate vehicle fleet details, including, but not limited to, vehicle registrations, insurance certificates, vehicle titles, vehicle purchase documents and corporate authorizations.
- Organize and file correspondence and legal documents in office and electronic filing system; assist with drafting based upon legal templates and precedents; manage divisional contracts database and ensure proper follow-up.
- Support of various ongoing legal projects, legal documents and legal files, as required. Ensure organization and proper follow-up of open legal matters.

QUALIFICATIONS

- Bachelor in Law is an asset, or a minimum of a technical degree in Legal Studies is required.
- Knowledge of contracts, legal terms, and day-to-day operations of a legal department;
- Legal administration skills;
- Attention to detail and strong organizational skills;
- Ability to work independently and as part of team and manage multiple task/files concurrently; flexible and supportive;
- Good writing and communication skills;
- Ability to prioritize and work within tight schedules;
- Ability to adapt to changing priorities ; Quick learner
- Ability to maintain calm under pressure;
- Maintains strict confidentiality requirements;
- Perfectly bilingual, spoken and written;
- Proficiency in Microsoft Office (Word, Excel, Outlook); databases and ERP experience an asset.

Please note that only candidates selected for interviews will be contacted.

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Marie Wong: mwong@shoreassoc.com – 514-878-2624