



Contract Analyst

NATURE & SCOPE OF POSITION

Reporting to the General Counsel, the Contract Analyst is responsible for the co-ordination of sales and contract activities between CHS representatives and the contracts department. The individual will be responsible to coordinate inputs from various CHS team members and manufacturers as well as prepare documents for response by the contact department. Additional duties include internal administration of modular data for the commercial team as required.

GENERAL DUTIES & RESPONSIBILITIES

- Develop an in depth knowledge and expertise in the products, pricing, services and terms and conditions of CHS contract process.
- Acts as the primary source of RFP tenders, coordinating designated members of the management & sales teams
- Perform detailed audits on all sales proposals prior to RFP/contract development. Organize and extrapolate large amounts of data.
- Develop options and alternatives for proposals with the sales representatives, marketing and appropriate Management teams.
- Is the key contact for the commercial group's modular data requirements. Ensures uploads into modular are complete and on time for acquisitions and oversees the day to day inputs that the commercial group is responsible for are being kept up-to-date and are accurate.
- Teaches new marketing team members how to use modular and if appropriate, how to make changes within the system.
- Interface with numerous departments and management within the organization.
- Ability to work in a self-directed manner with little direct supervision.
- Other duties as assigned.

KNOWLEDGE, EXPERIENCE & EDUCATION

- A college or university degree in a finance or business administration discipline and/ or Professional Accreditation. One to two years of financial and/or sales support experience

required. Strong analytical and communication skills as well as interpersonal skills required.

- Must be proficient in Microsoft Word and must have advanced Excel (formulas, data search, pivot tables, etc.).
- Experience with ERP system, AS400 an asset.
- Strong analytical, written communications and mathematical aptitudes.
- Flexibility and ability to balance competing priorities and juggle multiple projects simultaneously.
- Ability to work accurately under pressure and within tight timelines.

LANGUAGE SKILLS

- Must be proficient in written & spoken English.

TECHNICAL SKILLS

- Operating knowledge of personal Computer and other office equipment.
- Should be mechanically inclined and inquisitive.

WORK ENVIRONMENT, HEALTH & SAFETY

- It's estimated that the majority of the time will be spent in the front office with a controlled climate.
- Other time will be spent in the production and warehouse environment.
- Will ensure that all employees and him or herself comply with all Health and Safety requirements.

PHYSICAL DEMANDS

- The physical requirements are standing, walking and sitting with 90% of working hours spent in an office environment.
- Will be required to lift storage boxes in the amount of 30 lbs or less.

If you are interested in the position and would like to apply or have any questions regarding the scope of the job please contact Alysha Bhalla, abhalla@chsltd.com call me at ext. 345.