



**Job Posting: Administrator, Contracts – Leduc**

**Job Category: Financial Services**

**Requisition Number: 15-24**

**Application Deadline: Until a suitable candidate is found.**

**Wages: \$38.88 - \$41.18 per hour.**

**Apex Utilities Inc.** is a provincially regulated natural gas distribution utility delivering safe, reliable, clean, and affordable natural gas service to over 82,000 residential, rural, commercial, and industrial customers in more than 90 communities across Alberta. Supporting Albertans since 1954, Apex operates over 21,000 km of natural gas pipelines and over 600 pressure and regulating stations through a network of 16 district offices. If you share our passion for these values and are eager to make a meaningful impact, we invite you to join our dedicated team.

**What You Will Do:**

In this unionized position of **Administrator, Contracts**, you will play an essential role within our Finance Department. Your responsibilities will include, but are not limited to:

- Preparing contracts utilizing standard contract templates;
- Determining most effective method for obtaining services (RFP, sole awards etc.);
- Identifying, reviewing, and mitigating financial, legal, and commercial risks;
- Negotiating with contractors and suppliers within legal parameters;
- Maintaining databases;
- Leading and developing various documents and bid evaluations;
- Providing Supply Chain management advice as required; and
- Tracking cost savings and benefits.

**What You Will Bring:**

Required qualifications:

- A diploma in business administration or related discipline with courses in contracts and contracts law **OR** a Supply Management Training (SMT) diploma **OR** SCMP Designation or equivalent; and
- More than five (5) years' experience in purchasing of services and contracts.

Preferred skills and qualifications:

- Membership with a professional organization (SCMP) preferred;
- Intermediate JDE experience;
- Intermediate MS Applications, including SharePoint;
- Solid understanding of legal contractual concepts;
- Knowledge of Competitive Bidding Law and Contract Law in Canada;
- Strong negotiating skills; and
- Excellent interpersonal and communication skills.

If you meet most but not all qualifications, you are still encouraged to apply.



**What We Will Provide:**

**Apex Utilities Inc.** is committed to your professional development and your overall health and safety. When you join our team, here is what you can expect:

- Competitive compensation with incentive program.
- Comprehensive health, dental, prescription, and vision benefits.
- Retirement & savings plans.
- Insurance coverage for Life, LTD, and AD&D.
- Employee Assistance Program for legal, financial, and health-related support.
- Generous leave policies, including vacation, flex, and volunteer day for work-life balance.
- A flexible work model tailored to the requirements of both office and field staff.
- A safety-centric culture.

**Inclusive Workplace:**

At **Apex Utilities Inc.**, we are dedicated to an inclusive workplace that celebrates the unique strengths, perspectives, and experiences of all our employees. We believe that our differences empower us to become a stronger team, leading to better decisions, innovation, and business results.

**Ready to Join Us?**

If you are eager to be a part of our team and make a difference in the energy industry, please submit your resume and cover letter in confidence through our career page at [Careers - Apex Utilities](#). We look forward to receiving your application!