



Account Executive Contract Management CCC-6

The Account Executive reports to the Manager, Contract Management and will be responsible for procurement and contract management duties related to medium and high-risk international projects. These projects include the sale of goods and services as well as construction and infrastructure projects in partnership with Canadian Exporters.

Roles and Responsibilities

- Manages export contracts and associated complex financial arrangements to ensure compliance with contract terms & conditions, cost and schedule. Mitigates and assesses risks to protect the contractual and financial interests of CCC, the Canadian exporter and the foreign buyer.
- Represents CCC when negotiating commercial contracts involving Canadian and foreign suppliers with foreign buyers.
- Proactively monitors the performance/obligations of both the Canadian exporter and foreign buyer
- Identifies and resolves issues that could affect the successful delivery of each contract
- Negotiates and processes contract amendments such as terminations and extensions. Works to confirm delivery or payment schedules within delegated authority to minimize risk and ensure buyer and customer satisfaction.
- Assesses and mitigates risk on export projects. Develops plans to minimize concerns through risk sharing between CCC, foreign buyers, Canadian exporters, financial institutions and all other parties.
- Organizes and participates in production progress meetings at manufacturing facilities in Canada, at foreign buyer's location, or at delivery site to ensure project milestones are on schedule.
- Manages and oversees the financial administration of multiple contracts. Approves /obtains approval for payments to Canadian exporters in accordance with contract terms and established CCC policies and procedures. Resolves billing or payment disputes. Ensures that transactions are complete and accurately recorded in the ERP system.
- Coordinates monthly, quarterly and annual reporting to external stakeholders.

- Provides contracting and procurement expertise and advice to Canadian exporters in order to help identify and pursue new opportunities around the world.
- Participates in trade development programs for the sale of Canadian goods and services to foreign markets. Develops and delivers presentations to explain and promote CCC's role as Canada's lead agency for international contracting.
- Represents the CCC at external events such as client meetings and conferences.
- Maintains effective relationships with federal government departments, crown corporations and private sector organizations.
- Provides mentoring, training and support to junior staff.
- Identifies and makes recommendations to management regarding policy changes required to enhance contracting, contract management, and risk management operations.
- Adheres to the CCC Policy Suite and performs other related duties as required.

Requirements

- University degree in Finance, Commerce, Business Administration, Engineering or other related discipline.
- English essential. French CBC is required. Arabic and Spanish ability are assets.
- PMP, PRINCE2 or CAPM designation is an asset.
- Must have least 8 years of demonstrated, relevant experience in:
 - Procurement, contract negotiation, contract management, contract financial administration, risk and project management and;
 - Handling complex contracting transactions with domestic or foreign governments, international agencies or foreign private sector buyers in goods and services, infrastructure and/or finance fields.
- Knowledge of the mandate, programs and services of CCC including export bidding/contracting as well as contract management policies and practices.
- Knowledge of international trade and export contracting, pricing, financing, and risk analysis principles.
- Excellent oral and written communication skills
- Experience preparing presentations and briefings for Executives and members of the Board
- Ability to travel in Canada and abroad (Africa, Asia, South America, Middle East).

Competencies:

Business Perspective: Makes recommendations to improve business operations

Client Focus: Provides added value

Teamwork: Fosters teamwork

Adaptability: Adapts to the situation

Attention to Detail: Identifies relevant information

Problem Solving: Solves complex problems

Technical Capability: Advanced

Using Information Technology: Proficient in the MS Office environment