



**Mosaic Transit Constructors
(Subcontracts Administration)**

Mosaic Transit Group (MTG) is a consortium comprised of Aecon and ACS – Dragados and Dufferin. MTG has been selected to deliver the Finch West Light Rail Transit Project and is seeking highly qualified, experienced personnel to join the team of this complex P3 design and construction project.

Role: Contracts Administrator

Reports to: Subcontracts Manager

Role location: Toronto, ON

Responsibilities:

- Administers assigned subcontracts maintaining a continual review of progress and providing management with information regarding projected financial or technical difficulties.
- Coordinates with designated staff on operational activities affecting contractual rights and obligations, subcontract performance, subcontract administration and other major matters.
- Administers information programs to ensure mutual understanding of subcontract terms and conditions.
- Ensure compliance with contract requirements
- Implementation of Change Management procedures
- Negotiation of Change Orders and change issues with Subcontractors
- Ensure timely and accurate contractual correspondence
- Pricing of change and delay issues
- Identification and tracking of deliverables
- Identification and implementation of record keeping to validate potential Changes
- Maintenance of change management/issue logs and provision of summary reports
- Maintaining excellent relationships with the owner, client, subcontractors and public
- Other responsibilities include but are not limited to:
 - Subcontractor Kickoff meetings
 - Regular subcontractor review meetings
 - Payment administration
 - Schedule monitoring
 - Monthly financial reporting
 - Subcontract Agreement closeout

Knowledge, Skills and Abilities:

- Minimum of 3 years' experience in Construction or related industry
- Strong awareness of construction and contract law
- Engineering background (civil, systems, MEP, track) preferred but not required
- Strong business acumen
- Effective communication and negotiation skills
- Excellent oral and written English skills are essential
- Commitment to ethical business conduct and trusted with sensitive information
- Significant major project experience dealing with change/claims management/dispute resolution issues
- Being able to work in a team in Joint Venture environment



- Dynamic highly motivated individual able to interact with construction teams

Supervisory Responsibility:

- None

Fiscal Responsibility:

- None

Extent of Internal/Public Contact:

- Mosaic staff including design, construction, scheduling, document control, safety, estimating, quality control
- Strong interactions with the client, as well as municipal and jurisdictional authorities

Physical Demands:

- Able to perform in a fast-paced environment.
- Primary work location is project office or site office to align with the construction team.
- Project related travel along the alignment is anticipated.

Mosaic offers a competitive compensation and benefits package in a fast-paced work environment. We are looking for innovative, forward-thinking people who enjoy challenge and want to work on leading-edge infrastructure projects.

To apply for this position, please submit resume online to: workforce@mosaictransit.com

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.