



Mosaic Transit Constructor (Mosaic)- a consortium comprised of Aecon, Dragados, and Dufferin- is partnering with Metrolinx and Infrastructure Ontario to design, build and maintain the transformative Finch West Light Rail Transit (LRT) system in the City of Toronto.

Position: Contracts Administrator

Reports to: Subcontracts Manager

Role Location: Toronto, ON

Summary of Position:

Reporting to the Subcontracts Manager, the Contracts Administrator assigns subcontracts maintaining a continual review of progress and providing management. The Contract Administrator also coordinates with designated staff on operational activities affecting contractual rights and obligations, subcontract performance, subcontract administration and other major matters.

Responsibilities

- 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

Requirements

- 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

Working Conditions/Physical Effort

- Ability to perform in a fast-paced environment.
- Prolonged sedentary positioning.
- Moderate physical activities.

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

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

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