



**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:** Junior Contracts Administrator

**Reports to:** Contracts and Legal Director and Prime Contracts and Legal Manager

**Role location:** Toronto, ON

**Responsibilities:**

- Create, track, maintain, and update records for the Contracts and Legal department.
- Provide weekly/monthly reports to Contracts and Legal Director.
- Support the Contracts and Legal team.
- Assist Contracts Administrators in obtaining information from other Mosaic departments for claims, change orders, and variations.
- Assist in administering various subcontracts.
- Assist in coordinating with designated staff on operational activities affecting contractual rights and obligations, subcontract performance, subcontract administration and other major matters.
- Ensure compliance with contract requirements.
- Assist in the implementation of Change Management procedures.
- Assist in negotiation of Change Orders and change issues with Subcontractors.
- Ensure timely and accurate contractual correspondence.
- Assist in pricing of change and delay issues.
- Other responsibilities include but are not limited to:
  - Assist in Subcontractor Kickoff meetings.
  - Assist in regular subcontractor review meetings.
  - Assist in payment administration.
  - Assist in Subcontract Agreement closeout.

**Knowledge, Skills and Abilities:**

- Minimum of 1 year 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
- Being able to work in a team in Joint Venture environment



**Working Conditions/ Physical Effort:**

- 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](mailto:workforce@mosaictransit.com).

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