



## **CONTRACT ADMINISTRATOR**

**(Category: Permanent, Full-Time; Location: Chalk River, Ontario)**

BTI is a dynamic company with world-renowned expertise in radiation detection, addressing applications in the defence, homeland security, space, industrial, and medical sectors. BTI is seeking a Contract Administrator to support its project management, contract, and subcontract activities. Primary duties include: contract and subcontract administration; maintaining and organizing contractual documentation; reviewing and managing contract and legal terms and conditions; ensuring compliance to Federal Acquisition Regulation (FAR) clauses and Standard Acquisition Clauses and Conditions (SACC) Manual items; managing subcontract flow-downs, customer and subcontractor follow-up; and assisting Project and Finance Managers with administrative tasks.

Candidates must meet the following profile:

- Due to security requirements, the candidate **must** be a Canadian or US citizen, or a permanent resident of Canada, and will be required to provide a criminal record check as a condition of employment.
- Minimum Bachelor's degree from a Canadian university or recognized international equivalent, with a strong academic record. A degree in a Business, Legal, Finance, Science, or Engineering discipline is an asset.
- Previous contract/legal administration experience of three (3) or more years is desired.
- Experience in negotiating and managing compliance with US Government FAR clauses, Canadian Government SACC items, and industry-to-industry contractual conditions is an asset.
- Advanced skills in Microsoft Word, Excel, and PowerPoint are required.
- Training or certifications in contract and/or project management are an asset.
- Excellent spelling, grammar, and communication skills, both written and verbal, in English.
- Team player, with an outstanding attention to detail and strong organizational and time-management skills.
- Self-motivated, logical, able to learn quickly, receptive to constructive feedback, and open-minded.

Interested candidates must electronically submit a cover letter, résumé, copy of relevant transcripts, and contact information for at least two professional references to:

**Bubble Technology Industries**  
**Attn: Human Resources, Ref. #AD-11-2018-002**  
**31278 Highway 17, P.O. Box 100**  
**Chalk River, Ontario, Canada, K0J 1J0**  
**E-mail: [hr@bubbletech.ca](mailto:hr@bubbletech.ca)**

Only those candidates granted an interview will be contacted. No phone calls please.

Accommodations for candidates with disabilities are available on request.

Visit us on the web at [www.bubbletech.ca](http://www.bubbletech.ca)