

Contract Administrator

For over 40 years ISE has been a world leader in the production of manned and unmanned underwater vehicles. We place great emphasis on developing equipment to meet the specific requirements of each clients' unique mission. ISE's skilled and agile team of Engineers and Technicians produce customized, mission driven vehicles that vastly outperform *off the shelf* solutions in less time and at lower costs.

ISE offers a competitive compensation and benefits package, flexible working hours and a unique work environment. If you are passionate about the Earth's oceans and the technology that enables their exploration – we would love to hear from you.

Job Description

ISE is seeking a Contract Administrator for a full-time permanent position at our facility in Port Coquitlam. The successful candidate will be responsible for budgeting and pricing, contract and ECO administration, invoicing, customer follow-up, and assisting project managers with administrative tasks.

- Working with sales, marketing, technical staff and accounting to develop and maintain accurate, consistent, and up to date pricing and budgeting sheets
- Ensuring proposal pricing is accurate and complete
- Maintaining and organizing contractual documentation (Contracts, ECOs, Vessel Turnover Certificates, Milestone Documentation, Invoices, etc.) from sales lead to delivery of product
- Regular follow-up with customers throughout contracting and projects
- Invoicing on schedule and working with project managers to ensure invoicing milestones requirements are met
- Work with the technical and sales team, customers, and suppliers to obtain an in-depth understanding of the product and contractual requirements
- Assist with proposal preparations and contract negotiations

Basic Qualifications

- Time management and organizational skills with the ability to work under tight deadlines.
- Proficiency with MS Office, Excel, Word, etc
- Ability to multi-task
- Demonstrated ability to learn quickly
- Must be able to obtain a Canadian security clearance

Assets

- Degree or diploma in relevant field
- Three (3) years experience in relevant field
- Experience with contracts, invoicing, budgeting, pricing
- Experience creating technical proposals
- Experience writing government tender response documents
- Experience with UUV industry
- Experience with government and defence industries

To Apply

Please do not telephone.

Submit resume, cover letter, and writing sample to: Hiring Manager: careers@ise.bc.ca