Subcontracts Manager

We are presently seeking a Subcontracts Manager for our Calgary, Alberta location. This position is responsible for all subcontracts activities associated with contractual requirements, proposals, and on-going operational requirements within the division including but not limited to the following: raw materials, component parts, equipment, services and supplies within the division.

Responsibilities

- Manage activities of professional level personnel concerned with supplier agreements, subcontracts, supply chain proposal support, RFQs, related POs and invoicing and be capable of performing all subcontract tasks
- Manage the subcontracts staff which would include the hiring, termination, training, performance evaluation and oversight of the day to day activities
- Responsible for all subcontracts, proposals, proprietary information agreements, non-disclosure agreements and technical assistance agreements, DSP-83s up to the designated signing authority, as applicable
- Provide guidance with respect to RFMs, RFQs, POs, supplier agreements, subcontracts, supplier interface and associated issues
- Assist in the preparation and negotiation of subcontract proposals, following through to completion
- Oversee all subcontracts to ensure they are in accordance with the prime contract and Raytheon policies
- Negotiate subcontracts with teammates, subcontractors and suppliers to the benefit of the company, customer and end user
- Ensure the selection of the preferred subcontractor
- Ensure that project deliverables are submitted on time and are compliant with the contract requirements
- Interface with suppliers and subcontractors to maintain good relations and ensure company purchases represent the most favorable price consistent with quality, quantity, specification requirements, delivery and reliability of source
- Administer and control subcontracts and documents related to contracts, proposals and on-going operational requirements while reporting to all contractual aspects of programs and outline areas of risk to the company
- Liaison between Subcontracts and MPMs, Procurement, Business Development, Capture and Program Managers
- Preparation of various management reporting
- Ensure the Subcontracts department complies with corporate and divisional policies, goals and objectives as applicable
- Ensure all guidelines relative to company policies and customer requirements, applicable national and international government regulations such as anti-corruption laws, transport, import/export, ITAR, environmental, health and safety, are identified and adhered to by staff
- Provide and support training initiatives for the Subcontracts staff including personal development programs and technical training initiatives to ensure staff is up to date on contractual and professional issues
- Identify continuous improvement opportunities for reducing risk, time and cost

Requirements

- 9+ years direct or indirect work-related experience with subcontracts, contracts or within supply chain
- Degree in Business or Legal; or equivalent in training and/or work experience
- Currently enrolled or willing to pursue internal subcontracts certification
- Ability and desire to learn new concepts as well as adapting to new and challenging situations.
- Ability to handle a high volume of work with changing priorities.
- Ability to analyze and develop complex contractual documents and articulate complex ideas, verbally and in writing.
• Excellent communication skills, both oral and written, and interpersonal skills for dealing with internal and external customers.
• Excellent organizational abilities and high attention to detail.
• Management skills to include motivation, counseling, mentoring and guidance to subordinate staff.
• Team Building skills to foster teamwork within the department and with other functional and operational groups within company.
• Ability to interpret and guide subordinates and others in the application of company policies and procedures.
• Accreditation with International Association of Commercial and Contract Management would be considered an asset.

Other information:
Only those selected for an interview will be contacted. Interviewed candidate will be required to successfully complete a Criminal reference check and pass a security clearance check to a secret level through the Canadian Government.

Please forward your cover letter and resume stating file number W2019-021 to:
Raytheon Canada Limited
Attn: Human Resources
919 72nd Ave, N.E.
Calgary, Alberta
T2E 8N9
Email: HR@Raytheon-ssd.com
Fax: (403) 295-6682

Raytheon Canada Limited is proud to be an equal opportunity employer and welcomes a wide diversity of applicants.

We thank all candidates for applying. We will only contact candidates selected for further consideration. If you are invited to continue in the selection process and require any form of accommodation, please notify us. Accommodations are available for candidates taking part in all aspects of the selection process.