



Job Title: Procurement Contract Administrator

About North Atlantic

Headquartered in St. John's, Newfoundland and Labrador, North Atlantic is a diverse and growing operator in retail gas and convenience, commercial, and wholesale fuels. A leader in the energy industry in the region for more than 30 years, its group of companies, NARL Marketing LP, North Sun Energy, NARL Logistics LP, Canadian Maritime Agency Ltd. (CMAL) and Terra Velo Solutions (TVS), collectively manage a robust energy and logistics network across Atlantic Canada, supplying customers with gasoline, diesel, marine fuel, heating oil, and jet fuel.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

North Atlantic has built its reputation on quality products, extraordinary service, and support for local communities. With our people first approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

Position Overview

The Procurement Contract Administrator is responsible for placing routine and strategic purchase orders.

Duties and Responsibilities:

- Manage international contracts.
- Create Requisition in ERP systems upon request, with proper supporting documents.
- Advise clients on information required for an effective requisition.
- Maintain all documents for audit purposes.
- Comply with control requirements of requisition and any other company controls.
- Troubleshoot requisitions.
- Work with suppliers, payable and clients to troubleshoot requisitions/GR/SES when issues arise.
- Identify performance and efficiency improvement opportunities in contracts, including meetings to identify opportunities.
- Help clients to submit request forms for Vendor master creation.
- Training of SESs to 3rd party vendors per agreement terms.
- Provide spend reports to clients.
- Other duties as assigned.



Qualifications:

- Diploma in business administration or relevant field.
- 2+ years of experience, or an equivalent combination of education and experience may be considered.
- Bilingual French/English is preferred.
- SAP (and broader ERP) experience, and knowledge of PtP Process including ERP.
- Proficient in Microsoft office suite, specifically Excel.
- Sensitive to Process and Control requirements.
- Strong analytical and communication skills.
- Effective attention to detail and a high degree of accuracy.
- Proven ability to set priorities and meet deadlines in a fast-paced environment.
- Comfortable with technology and quick to learn new systems.
- Willingness to travel for work as needed.
- Ability to operate effectively amid ambiguity and in new/rapidly evolving environments.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca