Saskatchewan Indian Gaming Authority

Central Office

Saskatoon

Job Title	# of Positions	Competition Number	Salary	Close Date
Contract Administrator	1 Full Time (18 Month Term)	10-CO-F&A-26	Salary Under Review	December 7, 2010

Sharing Success……through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

Education: Successful completion of Grade 12 with a minimum of a 2 year Diploma/Certificate in Contract Administration or Paralegal course or a relevant combination of education, training and/or experience.

Experience: Experience in a legal environment and/or procurement environment with emphasis on Canadian procurement law.
Experience working with Microsoft Office. Experience using JD Edwards software would be an asset.
Experience working with diverse situations and personalities.

Knowledge: Knowledge of SIGA's mission, vision, guiding principles and business values.
Knowledge of First Nations culture, values, beliefs, traditions and protocols.
Knowledge of tender documents and formal contracts as they relate to Canadian procurement law.
Knowledge of end-user use of product or service and financial department requirements.

Skills and Abilities: Participates effectively as a team member to help define and work towards team goals.
Consistently reliable in performance and behaviour.
Excellent oral and written communication skills, able to express oneself clearly.
Able to break down problems into simple components in order to identify required tasks or activities.
Ability to proofread contracts, compliance with SIGA polices and conduct extensive research to develop solutions.

Personal Suitability:

Positive attitude	Innovative	Honest
Adaptable	Stress tolerance	Dependable

Conditions of Employment: Must consent to a background check in order to qualify as a gaming employee.
Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).
Must be 19 year of age or older.

Other Information: Some evening and weekend work may be required.
Willing to travel for operational need and possession of a valid driver's license.
Work to constant deadlines

Main Duties: As a member of the Procurement team reporting directly to the Director of Procurement, the Contracts Administrator will be responsible for assisting with the management of procurement contracts at Central Office and the casino sites; drafting and revision of all contracts and related documents; continually reviews contracts for expiry notifications, associated costs, updates and amendments and prepare documentation as required. Respond to requests from other departments and sites for information/assistance regarding the applications of contracts; enter contracts in the JD Edwards system. Track expiry dates, values, dollar/spending limits and required approvals and signing authorities and preparation of reports based on this information as required. General administrative duties organizing digital and hard copy files, filing, review and preparation of files for opening and closing. Other duties as assigned by the Director of Procurement.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:

Please visit the Saskatchewan Indian Gaming Authority's website to apply online:
www.siga.sk.ca
careers

2009 Saskatchewan's Top 15 Employers
As featured in the The StarPhoenix LEADER-POST

We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.