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| **JOB TITLE:** | Contracts Co-ordinator |
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| Location: |  |  | Date: |  |
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| Reports to: |  |
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| Purpose: | To minimise contract risks, optimise contract performance, and contribute to the overall success of the organisation.  |
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| **ROLE SUMMARY:** |
| Having started providing electrotechnology services in 1936, McKay is a historic New Zealand electrical company with a depth of experience in providing end to end electrical solutions for a wide range of industries and sectors. McKay is the parent brand and has acquired and started a range of companies under the McKay Group name in order to serve all electrical needs. As a Contracts Co-ordinator at McKay Electrical Ltd., you will play a vital role in maintaining the integrity of an organisation's contractual relationships and ensuring that contracts are properly managed throughout their lifecycle. You will help to minimise risks, optimise contract performance, and contribute to the overall success of the organisation. |

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| RESPONSIBILITIES:  |

1. **Contract Management:**
	* Review and analyse contracts, agreements, and other legal documents to ensure they comply with organisational policies and legal requirements.
	* Monitor contract expiration dates and renewal opportunities.
	* Maintain a comprehensive database of contracts, their terms, and key dates.
2. **Drafting and Negotiation:**
	* Assist in drafting and editing contract templates and other legal documents.
	* Collaborate with legal counsel or other relevant stakeholders in contract negotiation and modifications.
	* Ensure contracts reflect the terms and conditions agreed upon by the parties involved.
3. **Compliance and Risk Management:**
	* Ensure that contracts adhere to applicable laws and regulations.
	* Identify and assess potential risks associated with contracts and propose mitigation strategies.
	* Monitor and enforce compliance with contract terms and conditions.
4. **Record Keeping:**
	* Maintain organised records of all contracts, amendments, and related correspondence.
	* Manage electronic and physical filing systems for contracts.
5. **Communication and Coordination:**
	* Act as a liaison between different departments and external parties involved in the contract process.
	* Communicate contract-related information to relevant stakeholders.
	* Coordinate contract-related activities, such as contract signings and approvals.
6. **Vendor and Supplier Relations:**
	* Collaborate with vendors and suppliers to establish and manage contractual relationships.
	* Negotiate terms and conditions with vendors to secure favourable agreements.
7. **Reporting and Analysis:**
	* Generate reports and analyse contract data to provide insights and recommendations.
	* Keep management informed of contract status and issues.
8. **Training and Education:**
	* Provide training and guidance to employees and stakeholders on contract-related matters and best practices.
9. **Continuous Improvement:**
	* Suggest and implement process improvements to enhance contract management efficiency and effectiveness.
10. **Budget Management:**
	* Monitor and manage the financial aspects of contracts, including budget allocation, expenditures, and cost control.

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| QUALIFICATIONS & KNOWLEDGE:  |

* Bachelor's degree in business administration, law, or a related field.
* Experience in contract co-ordination or a related field may be required.

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| ROLE PROFILE:  |

As a Contracts Co-ordinator at McKay Electrical Ltd., you must hold the following capabilities;

* Knowledge of contract law and legal terminology.
* Strong attention to detail and analytical skills.
* Excellent communication and negotiation skills.
* Proficiency in contract management software and tools.
* Familiarity with industry-specific regulations and compliance requirements.
* Organisational and time management skills.
* Problem-solving abilities and a proactive approach to identifying and resolving issues.
* Discretion and the ability to handle confidential information.
* Strong teamwork and collaboration skills.

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| McKay GUIDING VALUES: |



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| **REVIEWED BY:** |  |  | **DATE:** |  |
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| **Last updated by:** | People and Culture |  | **Date/Time:** | Nov 23 |