

We're looking for a CONTRACT ADMINISTRATOR to join our team.

So if you or someone you know is qualified, then we want to hear from you!

As Contract Administrator you are responsible for administrating new aircraft sales, including quotes coordination, drafting proposals and response-to-tenders, and preparation of contracts and required follow up. Acting as the interface between the Key Account Manager, Client and ECL internal teams you are the a focal point for the customer during the life of the contract from signature to delivery, ensuring all open items and issues are addressed and resolved.

If your track record shows you can ...

- **Manage the Quote Process**, supporting Key Account Managers (KAM), requesting quotes from Pricing/Program Management (PM) based on aircraft, assisting the Project Manager and VP Sales in determining aircraft allocation and proposed delivery dates; identifying the sales department and customer requirements in pre-contract / contract review
- **Coordinate the response-to-tenders process** by monitoring national, regional and municipal tenders on MERX; drafting proposal based on information provided by KAM, PM, Quality, Management, etc. and in accordance with tender requirements, ensuring on time delivery of the offer. Serve as the primary interface with the customer and the ECL Quote team
- **Provide Customers** with aircraft specific information (configuration, paint schemes and samples, interior definition, registration reservation, I-panel lay-outs, etc...) ensuring follow up through all processes of the contract management to meet customer needs; providing customers with quotes for requested/unrequested changes during completion, and ensuring contract amendment are provided
- **Perform follow up on payment** by Interfacing with the client, KAM and ECL finance department to ensure that all payments are received per the contract and/or payment schedule
- **Post Sales follow up** to ensure aircraft binders and other required documents, are provided as necessary to the customer and are appropriately recorded and archived. Ensures appropriate documents are filed with warranty, QA, Finance or other departments in order for the transaction to be closed under all aspects.
- **Support the customer** during their visit to ECL including managing logistical support (hotel, car, etc.)
- **Maintain various databases** to ensure accurate reporting and follow up is possible.

And if you have...

- University or college studies in a related business curriculum (sales, customer service, administration, or other)
- 3 to 5 years' experience at this level position of customer sales & support interaction
- Intermediate to advanced computer knowledge of Microsoft Office applications, with proficiency in ADOBE Photoshop and Illustrator
- Experience working with technical product or industry experience preferred
- English/French Bilingualism definitely preferred

With the additional assets of...

- Ability to work collaboratively in a team environment and effectively project manage many key stakeholders
- Excellent interpersonal skills, utilizing effective oral and written communication in challenging situations
- Strong problem solving skills, attention to detail and ability to provide prompt follow up
- Ability to take initiative and learn at a fast pace
- Flexibility

... then we want to hear from you!

To apply for this position, please send an up-to-date resume, cover letter and salary expectations to HR@eurocopter.ca

Please send your resume saved under your name and this job title. Example: FirstInitial Lastname Contract Admin.doc