

We are looking for a **Manager of Contracts and Procurement** to join our team!

About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect Northern BC to worldwide destinations. With a commitment to safety first and foremost, our team is dedicated to enhancing our region by providing an excellent airport experience while driving economic growth.

We acknowledge that the work of the Prince George Airport Authority takes place on the unceded, traditional territory of the Lheidli T'enneh. We acknowledge the need for meaningful consultation with Indigenous communities and the Prince George Airport Authority is committed to working towards meaningful reconciliation.

As an employer with a long history in our region, Prince George Airport Authority strives for a respectful workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Indigenous peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodation throughout the selection process and while working at PGAA.

About The Role

As a key member of the management team and reporting to the Director of Finance, the Manager of Contracts and Procurement oversees procurement processes, vendor management, and contract administration, including commercial leases, licenses, and service agreements. This role ensures procurement aligns with corporate goals, compliance standards, and cost-effectiveness while maintaining quality and service standards.

You will manage commercial leases, service agreements, and specialized procurement needs like fuel supply contracts, playing a crucial role in operational excellence. Advanced negotiation skills and a strong understanding of legal and regulatory compliance are essential for fostering long-term partnerships with key vendors and tenants. You will oversee the full contract lifecycle, ensuring alignment with corporate objectives and industry standards. This position provides the opportunity to influence future growth through new business opportunities, property development, and infrastructure enhancements.

Maintaining a high level of integrity, good judgement, and accountability with a focused approach to achieving overall desired outcomes of the department, you possess a high level of professionalism and an ability to contribute to a positive culture based on mutual trust and respect while delivering results.

Key Responsibilities

Procurement Strategy and Operations:

- Develop and implement procurement policies, procedures, and best practices to streamline purchasing activities and optimize vendor performance.

- Establish strategic sourcing initiatives to achieve cost savings while maintaining quality and service standards.
- Manage the full contract lifecycle (drafting, negotiation, execution, renewal, termination) for leases, licenses, and service agreements, ensuring alignment with legal standards and corporate objectives.
- Develop and manage service-level agreements (SLAs) for services such as janitorial and security, with clear performance monitoring and compliance controls.
- Develop and manage Concession Agreements (e.g., Rental Car, Food & Beverage, etc.).

Specialized Procurement:

- Oversee the procurement of specialized goods and services, including fuel supply contracts and related facility management for JetMark.
- Manage into-plane fuel contracts, ensuring operational and financial objectives are met.
- Lead procurement strategies for facility-related projects, ensuring compliance with operational standards and cost-effectiveness.

Vendor and Tenant Relationships:

- Build and maintain strong relationships with key vendors, ensuring compliance with procurement standards and continuous performance improvements.
- Negotiate and manage external leases with airlines, ground handlers, and service providers to support operational needs.
- Actively seek and evaluate new business opportunities related to property development, facility expansions, and service enhancements.

Commercial Leases & Corporate Service Contracts:

- Oversee and negotiate the organization's commercial leases, including concessions, tenant agreements, and the Head Lease with the Federal Government.
- Manage corporate service contracts such as electrical and janitorial services, ensuring compliance with contract terms and maintaining service quality standards.

Qualifications

- Demonstrated commitment to prioritizing safety.
- A bachelor's degree in business or equivalent post-secondary education with a focus on contract management, with a minimum of five (5) years of relevant experience.
- Experience managing in a unionized work environment an asset.
- Strong business acumen, with a comprehensive understanding of procurement processes, contract management, and risk mitigation strategies.
- Proven ability to develop and maintain effective working relationships with internal stakeholders and external partners, including vendors, tenants, and service providers.
- Advanced negotiation skills to secure favorable contract terms, manage disputes, and foster long-term partnerships.
- Excellent interpersonal and communication skills, ensuring clarity in contract terms and expectations across all levels of the organization.

- Collaborative and professional approach to both internal and external matters, with the ability to manage conflicts effectively and diplomatically.
- Demonstrated curiosity and strong problem-solving, analytical thinking, and decision-making abilities.
- High level of integrity, professionalism, and confidentiality.
- Effective time-management skills.
- Project management experience is an asset, particularly in overseeing procurement-related initiatives and contract lifecycles.
- Proficiency with procurement software/tools (e.g., ERP systems, contract management software).
- Knowledge of legal and regulatory compliance.
- Financial acumen, with strong financial analysis skills to assess contract proposals, perform cost-benefit analyses, and develop pricing strategies.
- Supplier relationship management to develop, maintain, and improve long-term partnerships.
- Ethical procurement practices, including a commitment to sustainable and ethical sourcing in line with corporate social responsibility goals.
- Ability to obtain and maintain a Transport Canada Security Clearance (TSC) to comply with regulatory requirements as a condition of employment.

Hours of Work

Based on a 35-hour work week, this position supports our core business hours Monday through Friday, with the understanding that there may be times of increased demand within the role driven by operational needs.

What We Offer

- A safe and respectful workplace
- Long-term career potential in a stable work environment
- Ongoing learning and development opportunities
- Work-life balance (we really mean that!)
- Flexible work arrangements
- A comprehensive Total Rewards compensation package

How To Apply

To apply for this position, please forward your resumé, in confidence, to hr@pgairport.ca with ***“Manager of Contracts and Procurement”*** in the subject line.

Applications will be accepted until the position is filled. The initial review of applications will begin immediately.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.