

ARE YOU THE ONE TO KEEP THE WORLD MOVING?



TK Elevator is one of the world's leading elevator companies with unique engineering capabilities. Our innovative, efficient and reliable vertical transportation systems have been moving people in Canada for nearly half a century. Our capabilities include high-quality, customer-focused service as well as individual maintenance and modernization packages. Our highly skilled technicians efficiently service a multi-brand portfolio consisting of more than 1.2 million units under maintenance. We're reshaping the elevator industry and transforming cities into the best places to live.

Contract & Risk Analyst, Western Canada

TK Elevator (Canada) Limited, Vancouver or Calgary Based

Role Responsibilities

- Reviews terms and conditions of bid documents, contracts (service/maintenance agreements, modernization agreements, new installation/construction agreements), and change orders.
- Negotiates and approves contract terms with sales representatives and customers
- Supports TKE projects and initiatives that have regulatory, legal or operational risk implications
- Advises departments and customers of contractual rights and obligations
- Administers completion of insurance and bond request forms, as needed
- Assists regional and branch representatives in drafting and issuing demand letters to non-paying customers, and negotiating settlements of unpaid accounts and early contract cancellations
- Reviews and revises national agreements, preparing contract review guidance documents for internal use, and conducting research into legislative updates and other contract-related industry trends, as required
- Involvement with legal notice of delinquent AR issues and resolution of same with the branches
- Performs other legal research and administrative duties to support and assist in Legal, Compliance, Contracts & Risk Administration, as assigned

Role Qualifications

- Post-secondary university degree, and/or certificate – law, legal administration, and/ or paralegal studies
- 2+ years' experience in contract review and administration; specific experience with construction contracts in Canada is an asset
- Familiarity with legal terminology with the ability to read and interpret legal verbiage
- Strong analytical skills, negotiation skills, and detail-oriented
- The ability to work in a fast paced and deadline-driven working environment with minimal direction
- Well-developed written and oral communication and ability to collaborate with a team
- Comfortable with Microsoft Office Suite products (Word, Excel and PowerPoint)

Additional information

TK Elevator is an equal opportunity employer and is committed to diversity. Qualified applicants will receive consideration for employment without regard to age, gender, race, colour, religion, sexual orientation, gender identity, national origin, disability, age and veteran status, or any other protected status required by applicable law.