



**Job:** Contract Administrator, EPCM Contract – Job Code 2010.01

**Location:** Dublin, California, USA (initially)  
Santa Rosalía, Baja California Sur, México

### **Objective**

The Owner's Team of Baja Mining Corporation has a great opportunity for a Contract Administrator. The position will be based initially in Dublin, California and will afterwards relocate to Santa Rosalía in Baja California Sur, México.

As a key position within the Owner's team and reporting to the Project Controls Manager, the Contract Administrator will manage an EPCM contract, ensuring proper tracking and analysis, as well as communication of EPCM contractor performance and contract compliance as per established schedule. This position is also responsible for managing contracts for tangible goods, technical and professional services and construction projects.

### **Key Duties & Responsibilities (include, but not limited to)**

- Review modifications, extensions and contract closeout documents.
- Monitor vendor performance and make recommendations for improvement when appropriate.
- Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files.
- Administer EPCM contract and communication with the contractor.
- Ensure EPCM contractor meets defined requirements, goals and targets.
- Manage the contracts administration, compliance and database function, organizing and maintaining and electronically tracking all contracts and related documents. Ensure that the database system functions properly.
- Develop and maintain effective working relationships with employees of EPCM contractor and suppliers.
- Interact frequently with the contractor, and the Owner's Team -- Project Controls, Supply Chain, Finance and Accounting.

### **Key Requirements**

- Certification from an accredited college or university in contract administration, project management or related field.
- Minimum 8 yrs experience in similar jobs.
- Proficiency in contract development, contract standards and language.
- An eye for detail and a high degree of accuracy.
- Ability to work under pressure in order to meet tight deadlines.
- Solid interpersonal and customer service skills.
- Proficiency with Microsoft Office Applications (Excel, Word).
- Knowledge of project controls principles.
- Knowledge of contract law and its application in the purchasing process.
- Some exposure to the construction industry would be an asset.
- Frequent travel required (to Canada and Mexico).
- Ability to speak Spanish essential.

### **How to Apply**

If you are interested in this job opportunity, please apply with resume and cover letter to [careers@bajamining.com](mailto:careers@bajamining.com) stating **Job Code 2010.1** in the subject line of the email.