



THE FUTURE  
OF AIRCREW TRAINING

**SKYALYNE**

**Job Title:** Contract Administrator

**Position Reports To:** Leader Commercial

**Job Location:** Ottawa

SkyAlyne is a proud partnership between Canadian aviation and defence leaders, CAE and KF Aerospace, formed to provide a truly Canadian solution for Canada's Future Aircrew Training (FAcT) Program, Canada's next-generation military aircrew training program.

SkyAlyne has been named by Canada as the preferred bidder for the FAcT Program, and we are staffing our National Capital Office in anticipation of a Contract Award in 2024. Therefore, we are now hiring in key positions that are needed to execute the 20+ year contract. The program will be managed from the National Capital Region (Ottawa), with three operational locations: Moose Jaw, Saskatchewan; Southport (Portage la Prairie), Manitoba; and Winnipeg, Manitoba.

The scope of the FAcT Program contract includes all training and in-service support requirements needed to prepare Pilots, Air Combat Systems Officers, and Airborne Electronic Sensor Operators to meet the future aerospace requirements of the Royal Canadian Air Force (RCAF). In collaboration with the Government of Canada and several major Canadian subcontractors, SkyAlyne will provide live-flying, simulator and classroom-based training, facilities construction and management, information management and information technology support, site support services, aircraft maintenance and much more.

SkyAlyne offers competitive compensation and benefits and believes strongly in a safe, diverse, equitable, inclusive, and environmentally friendly workplace.

### **Job Overview**

As a Contract Administrator in the aviation training environment, you will play a crucial role in ensuring the effective management and administration of FAcT Program contracts, in support of the Government of Canada and the RCAF. You will be responsible for overseeing the contractual aspects of the program's projects, ensuring their compliance, mitigating associated risks, and fostering positive relationships with stakeholders.

## **Duties and Responsibilities**

- Administering and managing program contracts, and ensuring their compliance with contractual obligations, terms, and conditions.
- Collaborating with internal stakeholders to review, negotiate, and finalize contracts to align with project requirements and FAcT Program goals.
- Identifying, assessing, and mitigating contractual risks.
- Working closely with internal teams, government representatives, and external vendors to establish and maintain positive relationships.
- Monitoring and ensuring company and subcontractors' compliance with relevant laws, regulations, and policies.
- Maintaining accurate and organized contract documentation, including amendments, correspondence, and other relevant records.
- Generating regular reports on contract performance, issues, and compliance for the Leader Commercial, the Senior Leadership Team, and stakeholders.
- Participating in contract negotiations and the resolution of disputes.
- When required, working closely with legal counsel to address complex contractual issues.
- Collaborating with finance and budgeting teams to ensure the accurate tracking and reporting of the financial aspects related to contracts.
- Monitoring contract budgets, expenditures, and financial performances.
- Identifying opportunities to improve contract administration and implement best practices.

## **Qualifications and Experience**

- Bachelor's degree in business administration, commerce, contract management, or a related field.
- Five (5) years of proven experience in contract administration, preferably in the aviation or government sector.
- Familiarity with Canadian government procurement regulations and policies.
- Proficient in contract management software and Microsoft Office Suite.
- Certified Professional in Contract Management (CPCM) would be an asset.
- Previous experience working with, or for, the Government of Canada would be an asset.
- Excellent oral and written communication skills.
- Be able to hold a Government of Canada Security Clearance (Secret level).
- Be able to hold Government of Canada site/information access certifications, including accessing Protected "B" information, Controlled Goods Clearance, and ITAR Clearance.
- Eligible to work in Canada.
- Strong oral and written English language capabilities.
- Fluency in French would be an asset.

## **What We Offer**

- A competitive compensation model.
- Extended health and dental benefits.
- Short and long-term disability coverage.

- Paid vacation.
- Pension matching plan.
- Employee and family assistance program.
- A performance management program that is linked to monetary salary incentives.

*At SkyAlyne, we are dedicated to building a team that reflects the rich tapestry of our society. Diversity is not just a goal; it's our strength. We welcome candidates of all genders, races, ethnicities, sexual orientations, religions, abilities, and backgrounds to join us in creating a workplace where everyone feels valued, respected, and empowered to thrive.*

*We especially recognize the unique perspectives and contributions that women and Indigenous persons bring to the table, and we actively encourage individuals from these communities to apply for this position. Indigenous candidates are especially encouraged to send a copy of their application to [Indigenous.Recruitment@SkyAlyne.ca](mailto:Indigenous.Recruitment@SkyAlyne.ca).*

*Come be a part of our inclusive community and help us shape a brighter future for all.*

*If you are contacted as part of our selection process, we encourage you to notify us of any adaptive measures or accessibility needs and we will make every effort to accommodate these.*

### **How to Apply**

Ready to take the next step? Simply submit your resume, cover letter, and any other required documents directly through Indeed to get started on this exciting opportunity! [Contract Administrator - Ottawa, ON - Indeed.com](#)