



## **HY-TECH DRILLING IS LOOKING FOR A CONTRACTS MANAGER TO JOIN OUR GROWING TEAM IN SMITHERS, BC.**

With facilities across Canada and Western Europe, Hy-Tech has been delivering superior drilling services for over 25 years. Working with our clients, we are dedicated to maintaining the highest quality, transparency, safety and environmental standards. From our state-of-the-art maintenance and fabrication shop, we engineer, build, maintain and operate our own line of drills using real-world experience in the field to continuously improve. When failure is not an option, we're the company you turn to.

The Contracts Manager is a full-time position that reports to the Vice President Operations in the Smithers, BC company head office. The Contracts Manager is responsible for preparing accurate cost estimates and proposals for new work and, if accepted, writing contracts to the satisfaction of Hy-Tech and its clients. When a contract is awarded, the Contracts Manager will enter the contract information into the database, set up customer access, communicate contract requirements with various department heads, and reviews and approves the daily timesheets. The Contracts Manager is the main point of contact for customers, and must represent the company in a professional and client-focused manner with the aim of ensuring client satisfaction.

### **PRIMARY RESPONSIBILITIES**

- Provides potential customers with technical information and discusses various drilling strategies, such as minimizing potential drilling problems and maximizing the drill program success.
- Researches potential customers' history, management teams and reviews their financial statements, press releases, etc. to ensure the validity and credibility of the inquiry.
- Prepares cost estimates and proposals for new work in a highly organized and easy to read format that addresses all of the customers' requests and concerns, as well as highlighting Hy-Tech's added values.
- Successfully negotiates terms with potential customers that result in profitability for Hy-Tech Drilling.
- Prepares contract documents for awarded work.
- Creates contract summaries for all Hy-Tech user groups summarizing all the information each department may require.
- Reviews the daily timesheets for all jobs in ViewPoint and approves them based on their accuracy with regards to the contract terms. This needs to be completed as early as possible at the beginning of every day.
- Reviews all invoices every two weeks with the Accounting Department to ensure they are accurate before distribution to customers.

### **EXPERIENCE & QUALIFICATIONS**

- 15 or more years of relevant experience in diamond drilling and the mineral exploration business.
- High level of understanding of all diamond drilling methodologies, along with the related costs and expenses when using these different drilling techniques.
- Bachelor's Degree is preferred.
- Extensive experience in job costing and contract writing.
- Excellent computer skills in word processing, databases, spreadsheets, email and the internet.
- Excellent verbal and written communication skills.
- Must be able to obtain and maintain a valid BC Driver's Licence and provide a Driver's Abstract.

**WHAT HY-TECH OFFERS YOU**

- Career growth, development and continuous learning opportunities.
- Competitive wage based on experience and qualifications.
- Competitive benefits package and employer-matched RRSP program upon successful completion of a 3-month probationary period.
- Family access to Bulkley Valley Pool and Recreation Centre.

<b>APPLICATION DEADLINE</b>	April 13, 2018.
<b>HOW TO APPLY</b>	Email your resume and cover letter to <a href="mailto:jobapps@hy-techdrilling.com">jobapps@hy-techdrilling.com</a> include “ <b>Contracts Manager</b> ” in the subject line, or drop off in person, at 2715 Tatlow Road in Smithers.
<b>FOR MORE INFORMATION</b>	Coby de Vries: 250-847-9301 extension 3205