

The future is BHP Billiton. The future is yours.

BHP Billiton is a leading global resource company, operating in Saskatchewan. We offer opportunities for innovation, advancement and growth.

Contracts Administrator

Saskatoon, SK, Canada (PD 078)

BHP Billiton is all about smart technology, innovation and great talent. If you want a challenging career and a chance to explore resource opportunities as well as your ambitions, we're the company for you. The future is BHP Billiton. The future is yours.

The **Diamonds and Specialty Products Customer Sector Group (CSG)** includes our diamond and titanium minerals businesses, as well as our potash projects. Our principal operations are located in Canada and South Africa.

An outstanding opportunity exists for an enthusiastic and experienced contracts and procurement professional with a passion for best practice and health & safety to become part of our talented team based in Saskatoon, Canada.

Reporting to the Superintendent - Contracts and Procurement, you'll be responsible for tendering, evaluation, awarding, and administration of all Contracts for the Jansen Project. As well as working to develop and implement sound contract strategies, reliable procurement services through sound purchasing strategies, ensuring security of supply, correct quantity, best price, and on time delivery.

Key responsibilities include:

- Responsible for contract formation including:
 - Vendor prequalification, RFP, RFQ and Tenders
 - Working in conjunction with our legal team on terms and conditions
 - Aiding responsible managers on scope and specifications.
- The administration of Contract Approval Requests (CAR) in accordance with the contract approval framework.
- Responsible for the preparation and transmittal of contract changes, back charges, and contract claims.
- Completion of contract close out requirements.
- Procure supplies, services and equipment in accordance with recognised procurement practices and standards.
- Assist in developing Project Policies and Procedures.

Requirements:

- Bachelor's degree in a related discipline – Business, Finance, or Accounting – or equivalent experience.
- A relevant professional Project Management certification or working towards one would be viewed favorably.
- Exposure and knowledge of project administration controls systems in contracts management and reporting
- Very high level of commitment to health & safety standards and a passion to commit to safety excellence.
- Working experience in Canada and the mining industry would be considered an asset.
- Ability to work in a project environment setting and under tight deadlines.
- Proficiency in Microsoft Office applications and thorough knowledge of Microsoft Excel.
- Proficiency in SAP would be considered an asset.

The successful candidate will have strong analytical capabilities, ability to work towards a number of priorities and deadlines, and possess the ability to show initiative combined with strong interpersonal and communication skills.

Learn more about us at bhpbilliton.com





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How to Apply: Please apply online through our web site (<http://jobs.bhpbilliton.com>) by March 6, 2011. Please ensure you attach your resume (including details of two work-related referees) as part of your online application. Reference number PD 078.

BHP Billiton has an overriding commitment to safety and environmental responsibility.

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