



Canada Fibers Ltd.
130 Arrow Road
Toronto, ON M9M 2M1
416-253-0400
canadafibersltd.com

Canada Fibers is an URBAN MINING COMPANY, mining resources above ground from the waste stream so that we do not need to extract precious resources from the earth itself. We lead our industry in conserving finite resources, reducing greenhouse gas emissions and saving landfill capacity.

With over 25 years of industry experience, we have the expertise required to develop, implement and manage your recycling and waste reduction programs.

Canada Fibers Ltd, is looking for a **MRF Contracts Supervisor** to join our growing team in Toronto.

The Position

The MRF business unit is seeking a professional, creative Contracts Supervisor to oversee a series of highly-detailed municipal contracts. The candidate will be responsible for ensuring compliance with the terms of contracts, through a close working relationship with the Manager of Municipal Contracts. In addition, the candidate will be responsible for ensuring that billings are made to municipal customers in accordance with contractual provisions. Finally, the candidate will be responsible for maintaining strong relationships with municipal customers through contractual meetings and regular review processes.

Specific Duties will include the following:

- Overall administration of contracts with municipalities.
- Management of budgets, forecasts and overall contract costs in relation to the agreed contracts.
- Maintaining a repository of all contract documentation and maintain these to appropriate levels of quality and currency.
- Helping to maximize service contract performance using challenge and innovation, taking appropriate risks, rewarding performance where necessary, and forming effective and professional relationships with Partner representatives.
- Monitoring commercial deliverables of service contracts.
- Contributing to supplier relationship management / service partner business plans and processes to forecast, track and report on performance.
- Positively participating in the ongoing operation and governance of the Sourcing Strategy
- Working with Procurement, Legal, other parties on behalf of the business in relation to Contracts; building appropriate relationships, influencing procurement policy and process where appropriate, and maintaining good knowledge of procurement policy and process.
- Other duties as assigned.

Skills and Abilities:

The ideal candidate will possess the following skills and competencies:

- Previous involvement in competitive bid processes (tenders, RFP's, etc).
- Demonstrated experience driving performance improvements using customer insights, market analysis and data evidence.
- Demonstrated ability to work with municipalities and other stakeholders to meet strategic goals
- Strong market knowledge and commercial awareness of the changes occurring in the recycling and related industries, as well as best practices.
- Strong negotiation skills (experience in sell-side negotiations an advantage).
- Ability to communicate information and influence key stakeholders at all levels.
- Exceptional analytical / numerical skills.
- Keen attention to detail.

Education: University degree or college diploma preferred.



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Location: Toronto, ON

Reporting to: Manager, Municipal Contracts

Interested candidates, please submit your resume to: robin.sharkey@canadafibersltd.com. Please reference the job title in the subject line.

Competitive compensation and benefit package. Canada Fibers Ltd is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Canada Fibers Ltd. is committed to providing reasonable accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs in all stages of the hiring process.