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AFP Contract Co-ordinator – Guelph Data Centre (1 year contract)

As the project contact and expert for the centralized contract management function of AFP (Alternate Finance Procurement) Data Centre in Guelph, you will liaise between customers and the AFP project team, to offer advice and interpretation on contract terms and processes for amending contract terms and conditions. To this end, you must have experience managing third party property management services agreements, and exposure to a variety of performance management tools including: key performance indicators, AFP contract fee structures, and benchmarking/market testing. Key to the success of this role is the ability to work with the customer to understand business requirements to ensure consistent interpretation of the contract and to source appropriate solutions while maintaining strong communication and relationships with internal stakeholders. Excellent communication, co-ordination, organization and administrative skills are essential, to work on concurrent projects within established deadlines. A post-secondary degree or diploma is required, as is proficiency in MS Office.

To apply, please e-mail your resume (MS Word only), indicating **File # PPM-09-13** in the subject line, to resumes@ontariorealty.ca. We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

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