

Position: Contracts and Proposal Manager

Company: Gatekeeper Systems Inc.

Location: Abbotsford, BC

Type: Full Time - Permanent

Who We are:

Building Safer & Smarter Communities

Gatekeeper Systems Inc. (Gatekeeper) is a leading provider of intelligent video and data solutions designed to provide a safer transportation environment for children, passengers, and public safety personnel on multiple transportation modes. The Company uses AI, video analytics, thermal cameras, and mobile data collectors to inter-connect public transit assets as part of intelligent transportation systems in a Smart City ecosystem. The Company is at the forefront of innovation and is utilizing new technologies to make cities more efficient and safer, such as its Automated Lane Enforcement solution for transit buses (ALE™). The Company's video and data solutions and its Platform-as-a-Service (PaaS) business model are enabling the transformation of transportation systems into intelligent transit and Smart Cities.

As an innovative technology company located in the heart of the beautiful Fraser Valley in Abbotsford, BC, this dynamic and fast-growing organization offers a unique blend of leading-edge technology and expanding career opportunities in a collaborative, team-based environment. Join us and you will work with seasoned professionals and engaged new talent on challenging and rewarding value-driven projects.

Gatekeeper is listed on TSX-V:GSI and OTC:GKPRF. For more information on the company, check out our website www.gatekeeper-systems.com

The Position:

We are seeking a motivated and skilled Contracts and Proposal professional to join our company. In this role, you will work closely with our sales teams, valued customers and vendors in the review, preparation and negotiation of contracts, bids, and proposals.

Key Duties and Responsibilities:

Key duties for the role will include.

- Overseeing the bid process by ensuring all bids are properly logged, documented, delegated, key timelines and requests noted, appropriately actioned, and followed up.
- Ensuring all contract details align with federal, provincial, state, and local laws and are aligned with company guidelines, policies, objectives, and goals.
- Working with others to draft responses to contract bids, negotiations, and proposals.

- Supervise RFP's and bid process.
- Streamline and improve response time requests to meet bid deadlines in a timely manner.
- Monitoring contracts for extensions, close-outs, or renewals.
- Prepare and review meeting notes to/from all departments to provide guidance and direction to Bids and Proposal staff on action items.
- Ensure action items are properly followed up and executed.
- Oversee, mentor, monitor and train associates and direct reports.

Education and Qualifications / Experience:

Candidates should have a Law degree, Bachelor of Business Administration degree (with an emphasis on legal studies) or a Contract Management certificate. Post graduation, candidates should have at least 2 to 3 years of experience managing and negotiating business contracts in a business environment. Previous exposure to a product development, technology or electronics environment would be ideal.

Required is a valid passport, driver's license, and ability to travel to the US and in Canada.

Must haves include:

- A deep understanding of contracts, contractual language, and contract governance.
- Understanding of business operations and financial analytics.
- Confident presentation, negotiation, and judgement skills.

Non-technical Competencies:

Ideally you will have excellent collaborator, interpersonal, listening, and written communication skills, be an initiative-taker and be able to work with minimal supervision and to meet tight deadlines. Key to success in this role will be diligence, attention to detail, critical thinking skills, research abilities and ongoing legal knowledge. Other attributes will be the ability to respond quickly to requests, work with confidential information, provide useful feedback, think analytically and problem solve effectively.

Benefits:

Imagine working for a company where you can learn, grow, and make a difference in an easy to access location with free parking, close to all the amenities of Vancouver, BC but away from the urban crush. In addition, we offer a diverse and equal opportunity workplace plus:

- A competitive salary package
- Extended health, dental and vision coverage
- Travel, life and illness insurance
- Career growth opportunities through mentoring, supported professional development and respectful feedback
- A casual work environment
- Successes celebrated with social events and fun activities
- Flexible work schedule
- A collaborative and inclusive work environment

Salary range:

- \$65,000.00 to \$75,000.00 depending on experience.

How to apply:

If you are passionate about technology, customer satisfaction, and want to be part of a really great team, we encourage you to apply for this exciting opportunity to contribute to our company's success.

Qualified applicants can reply to this job posting or via email to careers@gatekeeper-systems.com quoting the job title in the subject line.

Gatekeeper Systems is an equal opportunity employer. While we thank all interested candidates only those who are short-listed will be contacted for this position.



OFFICE

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WEBSITE

www.gatekeeper-systems.com