



Internal/External Job Posting

Job Number: 005544

Closing Date: May 6, 2018

Resumes received in our office after the closing date will not be considered.

Position Title:	Contracting Officer I/II/III or Lead
Salary Band:	J/K/L/M
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular non-exempt (J) exempt (K& L) Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule.
Number of Positions:	One or More
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Associate Degree (or equivalent) in Business Administration; Supply Chain Management, Law, or other related discipline. ▪ Two (2) Years of related experience in commercial, business management, finance, law, or other related field. ▪ Strong knowledge of a supply chain management discipline: contracting, procurement , or supplier performance management ▪ Strong Microsoft Office and computer skills ▪ Experience with ERP or Contract Management or related systems. ▪ Strong written and verbal communication skills.
Preferences:	<ul style="list-style-type: none"> ▪ Bachelor Degree in Business Administration, Supply Chain Management, Law, or other related discipline. ▪ Certification(s) in Procurement, Contracting, Project Management, or related discipline ▪ Three (3) years' experience in supply chain management, finance, law, or related field. ▪ Advanced user in Microsoft desktop productivity tools, particularly Word and Excel.
Accountabilities and Specific Requirements:	Under general direction of the Sourcing Supervisor the Contracting Officer is accountable for the following: <ul style="list-style-type: none"> ▪ Accountable for sourcing and contracting in accordance with company strategy, policy, and procedures. ▪ Collaborates and facilitates development of sourcing strategies based on TAPS Contracting Strategy. ▪ Lead negotiations and has authority on behalf of the company to award and finalize contracts within company process and procedure. ▪ Provides forecasting and analysis to identify and analyze performance measures relevant to managing specific scopes of work. ▪ Coordinates and delivers effective presentations to leadership and facilitates pre-bid conferences, technical interviews, contract evaluations and negotiations. ▪ Primarily accountable for sourcing personnel services requisitions within administrative, technician and professional categories as well as, transforming the personnel services process and performing contracting actions. ▪ Sourcing, Contracting, and Supplier Management accountabilities focused on sourcing and contracting for multiple contracts and developing skills to manage performance of technical service contracts. ▪ Experience in one sourcing and contracting discipline with general knowledge and experience in a variety of sourcing and contracting practices.



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	<ul style="list-style-type: none"> ▪ Performs risk evaluation, sourcing strategy development and sourcing solution implementation for sourcing and contracting issues. ▪ Accountable to facilitate sourcing strategy development, implementation, and management in support of company strategy. ▪ Updates Alyeska’s company sourcing plan and develops and executes specific acquisition plans in accordance with company sourcing strategy and AMS-010 – Contract Administration Process to meet business resource requirements. ▪ Monitors, analyzes, and optimizes demand management and marketplace resources for a variety of acquisition plans. ▪ Ensures suppliers receive treatment in accordance with Alyeska’s Code of Conduct, AMS-010, and in Alyeska’s best interests. ▪ Ensures Alyeska executes contracts and amendments with suppliers who meet Alyeska’s qualification requirements. ▪ Accountable for conducting internal and external competitive sourcing events. ▪ Represents Alyeska in leading commercial negotiations with suppliers. ▪ Accountable for contract drafting, executing, interpreting, amending, and closure. ▪ Thorough understanding of contract terms, including interpretation and implementation. Develops scope of work and compensation provisions in accordance with best practices. ▪ Accountable for supplier on-boarding, verifies requested services are in compliance with the contract, reviews invoices, identifies exceptions, and authorizes payments. ▪ Leads quarterly supplier performance reviews, facilitates establishing/monitoring Key Performance Indicators and manages contract for continuous improvement. ▪ Monitors supplier best value performance and compliance with contractual requirements and Alyeska policies, including resolving conflicts. Assists non-SCM Alyeska Contract Representatives.
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Commercial & Business knowledge ▪ Legal understanding and analysis ▪ Strong negotiation skills ▪ Strong Procurement knowledge and sourcing skills ▪ Proven analytical and problem solving skills ▪ Ability to write and speak effectively and influence results ▪ Strong organizational skills, ability to multi-task ▪ Ability to establish and maintain cooperative relationships within the work place ▪ Excellent interpersonal and communication skills
<p>Contributor Level</p>	<p>Individual Contributor</p>
<p>TAPS Safety Culture</p>	<p>Act With Discipline Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p>Take a System View Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p>Make Sound Decisions Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p>Learn, Improve, Innovate No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p>Speak Up, Step Up Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>



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<p>Pre-Employment Drug Screen Testing</p>	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).
<p>Employment Verification using E-Verify</p>	<ul style="list-style-type: none"> ▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. ▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
<p>TWIC</p>	<ul style="list-style-type: none"> ▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com