

Senior Administrator, Contracts and Agreements

CMC Microsystems is a not-for-profit organization that supports a network of over 10,000 academic participants and 1,000 companies developing innovations in advanced technologies in Canada. The *Senior Administrator, Contracts and Agreements* position offers a unique and rewarding opportunity to help researchers stay at the leading edge through the successful administration of contracts and agreements with researchers, industry and academic organizations all over the world. The position location is Montreal or Ottawa.

Reporting to the Director of Partnerships who is also Corporate-Secretary, the *Senior Administrator, Contracts and Agreements* provides advice to colleagues and negotiates and prepares agreements for execution. This enables CMC services, sales, non-disclosure arrangements, procurement, partnerships, and technology licensing. Fully fluent in written and spoken English and French with excellent attention to detail, the successful candidate will have demonstrated astute communication, time management and interpersonal skills.

Specific Accountabilities

- Reviews and provides feedback on draft agreements from suppliers and partners to inform negotiations and assist in agreement finalization, e.g., advising on liabilities, inconsistency in terms, etc. Actively participates in procurement and public tenders.
- Drafts agreements for approval by the corporate Secretary, Treasurer and President, in line with established CMC principles and seeks input from external legal counsel, CMC management, institutional research offices.
- Educates and reminds employees on agreement terms specific to their area of work.
- Participates in the planning, preparation of templates and new business processes
- Prepares and communicates summaries of agreement obligations and liabilities.
- Monitors compliance with agreement terms and government regulations and identifies issues for resolution.
- Stays current with norms and practices typical of the academic and industrial research ecosystem.
- Provides guidance on Canada and USA export controls.

Technical Requirements

- Post-secondary degree desirable; certificate or diploma in a related field an asset.
- Knowledge and experience in micro-nanotechnologies desirable.
- Work experience in areas of trade compliance, including an emphasis on import and export compliance and other government agency controls.
- Minimum 5 years of directly related work experience.

Certificate in Research Administration and/or Certificate in Research Management from CARA desirable.

Visit our web pages to learn more about us. To apply send your cover letter and resume by June 17, 2020 to the attention of Sue Publicover at: publicover@cmc.ca

CMC Microsystems works with researchers and industry across Canada's National Design Network® providing access to world-class tools, technologies, expertise and industrial capabilities for designing, prototyping and manufacturing innovations in microsystems and nanotechnologies. CMC reduces the barriers to technology adoption by creating and sharing platform technologies. www.cmc.ca

