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JOB POSTING

Senior Contracts Administrator

Competition No. #2026-13

Starting Hourly Rate: $53.01 (after completion of 6-month probation: $55.81)

Classification band 7

Victoria International Airport (YYJ) is Vancouver Island's gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the W̱SÁNEĆ people whose historical relationship to the land continues to this day.

YYJ has been recognized as one of BC's Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.

Career Opportunity:

Are you a detail-driven contracts professional who enjoys working with complex legal documents, ensuring compliance, and someone who thrives on managing complex agreements?

Victoria Airport Authority (VAA) is seeking an experienced **Senior Contracts Administrator** to play an important role in managing and overseeing the airport's diverse portfolio of leases and contracts.

In this role, you'll apply your contract administration expertise and legal knowledge to manage a diverse portfolio of revenue and expense contracts throughout their full life cycle. From drafting, reviewing, and interpreting complex legal agreements to coordinating approvals and execution, maintaining accurate records, and communicating contractual obligations to stakeholders, you'll play a key role in ensuring contracts are managed accurately and effectively. You'll also contribute to strengthening contract management practices, identifying opportunities for improvement, and ensuring compliance with VAA's policies, procedures, and contractual obligations.

This is an opportunity to put your analytical thinking, keen eye for detail, and problem-solving skills to work in a dynamic airport environment. Your ability to navigate legal terminology, exercise sound judgment, and communicate with tact and diplomacy will be key to your success.

The Senior Contracts Administrator is a union position and will normally work a 37.5-hour work week during regular administration office hours.

Requirements:

The ideal candidate will have:

Education & Experience:

- A university degree in business administration, legal administration, or equivalent discipline; and five years of recent, related experience in the past six years*; OR
- A college diploma in business administration, legal administration, or equivalent discipline; and eight years of recent, related experience in the past ten years*.

*Recent, related experience includes:

- Contract administration through the full contract life cycle, from file opening to archiving.
- Reviewing and drafting complex contracts, ensuring any applicable regulatory requirements and/or internal policies are adhered to.
- Demonstrated progressive contract management experience in an environment of similar scope.
- Contributing to procurement, request for proposal, and/or tendering processes, from drafting to award.
- Experience with conveyancing and land title matters, and BC Online, is an asset.

Knowledge of:

- VAA mandate, values, goals and objectives.
- Contract law and Common Law applicable to commercial leases and licences.
- Contract management best practices throughout contract life cycle.
- Contract drafting and proofreading.
- Procurement and tendering practices and procedures.
- Negotiation techniques and strategies, and methods for dispute resolution.
- General insurance and bonding requirements in consulting contracts, construction contracts, commercial contracts and leases.
- General accounting practices related to leasing, licenses, and contract life cycles.
- Comprehension and application of legal terminology and business English, including use of correct spelling, grammar, and punctuation.

Skills and abilities:

- Excellent interpersonal skills and the ability to develop and maintain effective working relationships with a wide network of internal and external stakeholders.
- Oral and written English communication skills and the ability to communicate accurate, timely, factual information and concepts in a manner that can be understood by the audience.
- Ability to be tactful, discrete, and exercise excellent judgment; be positive and result oriented.
- Demonstrated ability to interpret and translate complex language in contracts, legislation, policies and procedures; to write clear, precise contract language; and identify opportunities to improve upon and update boilerplate language.
- Be extremely accurate, analytical and detail oriented; use logic and critical thinking to solve problems, and assess and mitigate risk in negotiating contract revisions.
- Ability to focus and concentrate on one task for extended periods of time.
- Excellent work ethic; organized with ability to identify and prioritize competing demands; conscientious and mindful of how the contract life-cycle impacts various stakeholders and the organization as a whole, and manage workflow accordingly.
- Excellent computer skills; ability to create and edit legal documents and reports using software packages, including Microsoft Office 365 and Adobe Acrobat; timely and accurate data entry; and an aptitude and willingness to learn new technology.

- Ability to be curious; research and obtain information; manage and adapt to change; bring innovation to current process and show a continuous improvement mindset.
- Ability to build trust; to demonstrate initiative and work independently within the scope of the role; and be an enthusiastic, reliable, and collaborative team member.

Other Requirements:

- Must be eligible to work in Canada.
- A valid Class 5 British Columbia driver's licence.
- Within six (6) months of hire the successful candidate must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as a condition of employment**

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

Please refer to the full list of Requirements and Duties as found in the job description on VAA's website.

VAA Values

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

People	We work as a team, supporting and respecting one another to bring out the best in each of us.
Excellence	We lead in safety, quality, and innovation to create exceptional experiences.
Integrity	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
Community	We foster meaningful relationships through service excellence and responsible stewardship.

Applications:

Take your career to new heights – submit your application today!

Interested applicants may submit their Cover Letter and Resume quoting Competition **#2026-13** by emailing Agilus Work Solutions by **4:00 pm, Sunday, November 29, 2026** at rarsenault@agilus.ca.

An eligibility list to fill future vacancies may be created.

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA values inclusion and accessibility and is committed to providing reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact humanresources@yyj.ca .

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be *contacted.*

*** The Restricted Area Identification Card (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*