

KEILHAUER

GOVERNMENT CONTRACTS COORDINATOR **GRADE 5**

WHO IS KEILHAUER?

Founded in 1981, Keilhauer is a privately owned, design-focused contract furniture manufacturer. Working with world-renowned furniture designers, Keilhauer is internationally recognized for award-winning design, built with extreme craftsmanship, to the highest environmental standards. At Keilhauer, we believe that because we all share this planet, it is essential that we do our part protecting it. Our comprehensive sustainability program, *Planet Keilhauer*, driven by our goal of closed-loop manufacturing, is an approach to production in which there is no waste and materials are cycled back into the system, minimizing environmental impact.

SUMMARY

The Gov't Contracts Coordinator is responsible for planning, executing and delivering contracted corporate projects and special projects on time and in accordance with specifications. In this position, you will assist the Gov't Contracts & Bid Documents Supervisor in managing designated contracts and agreements, contract sales reports and bid documents, and communicate all of the necessary information to various stakeholders.

As a trusted point person for the Gov't Contracts & Bid Docs Supervisor, you are proactive, organized and supportive. Exceptional attention to detail, relationship-building skills and problem solving abilities are critical for this role, as you will meticulously review contract details. As you will often work on several assignments concurrently, time management and the ability to balance multiple tasks are extremely important in this role.

This role is best suited to an analytical, organized professional with exceptional attention to detail. Responding to our customers' needs in a timely manner allows Keilhauer to further its mission of making work comfortable for all.

QUALIFICATIONS

- 2 - 4 years' experience working in a fast-paced office, related to government contracts and proposal development. Experience with government based websites, in particular GSA, and eProcurement would be considered assets for this position.
- Post-Secondary degree or diploma;
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint; experience with SyteLine or a similar ERP is an asset.

COVID-19 PRECAUTIONS

Keilhauer has mandated a COVID-19 vaccination policy in place. We are committed to providing reasonable accommodation to employees who are unable to vaccinate for medical reasons.

DOES THIS ROLE SOUND LIKE A FIT?

Keilhauer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive, respectful environment for all employees.

If this role is for you, please send your resume to careers@keilhauer.com and tell us why you would be a great addition to our team! Please note that only those selected for further consideration will be contacted.