



Internal/External Job Posting

Job Number: 005691

Closing Date: September 30, 2020

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

Position Title:	Contracting Officer II/Senior/ Lead – Creatively & Competitively Driving Commercial Value
Salary Band:	K/L/M
Range:	DOE (Salary will be determined based on experience)
Work Location & Schedule:	Anchorage This is a regular exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations & Recruiting Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
	Are you energized negotiating and making deals? Is it fun to find creative solutions to solve problems and create value? This opportunity could be for you!
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Bachelor’s 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 another related field. ▪ Advanced knowledge in commercial discipline: negotiations, sourcing, contracting ▪ Experience with ERP, Contract Management or related systems. ▪ Strong written and verbal communication skills.
Preferences:	<ul style="list-style-type: none"> ▪ Demonstrated passion for creatively capturing commercial opportunities ▪ Strong drive for results and ability using emotional quotient (EQ) in negotiations and commercial relationships ▪ Four (4) 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 Sourcing Manager, Contracting Officer is accountable for the following: Responsible for delivering diverse commercial agreements with minimal supervision. Plan, manage and execute from start to finish higher business impact, risk and spend services and software contracts. Solves sourcing and contracting needs of several Alyeska departments Serves as commercial liaison between Alyeska, contractors and potential contractors. Responsibilities include: <ul style="list-style-type: none"> ▪ Strategic sourcing and negotiation planning for complex acquisitions ▪ Simultaneously managing multiple priority sourcing and contracting needs ▪ Planning and leading competitive bidding process ▪ Performing risk and financial analysis ▪ Delivering demand forecasts and market research ▪ Drafting, interpreting, analyzing and editing contract language ▪ Designing contractual incentives to align contractor objectives with Alyeska objectives ▪ Negotiating contracts mitigating risk, lowering total cost, and increasing value ▪ Analyzing and negotiating software license and support agreements ▪ Strengthening internal client and stakeholder relations
Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> ▪ Commercial ▪ Business Knowledge ▪ Quantitative Research & Analysis ▪ Risk Analysis ▪ Contract Process & System ▪ Legal Analysis ▪ Contract Drafting & Editing ▪ Negotiations



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	<ul style="list-style-type: none"> ▪ Project Management ▪ Facilitation & Presentation
Contributor Level	Individual Contributor
TAPS Safety Culture	<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>
Pre-Employment Drug Screen Testing	<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).
Employment Verification using E-Verify	<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
TWIC	<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