

## Contracts Administrator

The Greater Victoria Harbour Authority (GVHA) is a not-for-profit organization that manages many of the iconic waterfront spaces around Victoria. Since its inception in 2002, GVHA has served as a steward of harbour lands. GVHA ensures these spaces remain safe, clean, vibrant, accessible, economically sustainable, and respectful of the unceded territories of the lək'wəŋən People, known today as the x̱w̱sépsəm (Kosapsum) Nation and Songhees Nation. Part of our commitment is to advance our First Nations relationships through meaningful and ongoing collaboration and create a vibrant and harmonious harbour for all.

We are seeking a Contracts Administrator to play a key role in supporting a dynamic portfolio of commercial leasing and real estate agreements, helping ensure our customer relationships remain strong. This position is ideal for someone who enjoys balancing detail-oriented contract administration with relationship building and problem solving. You will bring experience drafting commercial lease and real estate agreements, and related amendments, and will support the full contract lifecycle from preparing documentation and coordinating renewals to maintaining accurate records. In addition, you will provide financial administration support through rent roll preparation, budgeting, forecasting, and reporting. Reporting to the Business Development Manager, you will work closely with internal teams and commercial clients you will help streamline processes, support continuous improvement, and deliver a high standard of service.

This full-time position offers a comprehensive benefits package, including extended health and dental coverage (premiums paid by GVHA), RRSP matching, annual performance bonus, professional development funding, subsidized transit pass, paid vacation, plus additional paid and non-paid leave. Recruiting annual salary range is \$64,000 to \$75,000.

**Posting closes end of day April 19**

Apply online at <https://gvha.ca/careers/opportunities/>

*GVHA is dedicated to encouraging a supportive and inclusive culture amongst our workforce. Our goal is to ensure all candidates and employees are given equal opportunity, and that GVHA is representative of all sections of society.*

*If you need accommodations for any part of the application and hiring process, please contact [hr@gvha.ca](mailto:hr@gvha.ca). Any personal information provided will be kept confidential.*



**APPLY TODAY**  
[gvha.ca/careers](https://gvha.ca/careers)