

JOB POSTING

Department: Marketing, Development & Commercial

Contracting & Credit Services Representative

This position is responsible for the following: (1) develop and implement policies for all aspects of contract administration for gas transportation contracts, service agreements, and capacity release, (2) develop and implement policies for all "front-office" functions including service requests, open seasons, creditworthiness, etc. (3) develop and implement policies and procedures for all aspects of shipper credit, including shipper Letters of Credit, Parental Guarantees, and cash securities, and chair the Credit Committee, (4) assure that gas management systems are properly developed to accurately enforce contracts, capacity release, and credit, and, (5) accurately maintain all contract and rate data in IOL.

This position exists to ensure that those shippers transporting on our system have the valid requirements in place in order to generate revenue for the company. This position is the first point of contact for most shippers and must carry out the tasks assigned to it professionally and efficiently. This position requires a high level of independent work to manage and track contracting and credit items. Typical examples include administering a customer deal from after negotiation through to nomination, negotiating credit vehicles with customers, and drafting ad-hoc agreements.

Knowledge:

Knowledge of:

- Legal terms and research knowledge
- Contractual terms and conditions
- Preparation and issuance of tender documents and contracts
- Credit ratings, evaluations, accounting and finance practices
- Testing protocols and procedures
- FERC policies
- Iroquois' FERC gas tariff
- Iroquois' enterprise management systems such as IOL, ACES, SCORE, and IGI

Skills:

- Proficient in FileMaker Pro (or similar database), Microsoft Word, Excel, and standard Iroquois software.

Education and Experience:

Requires Paralegal Degree and 2-5 years related experience. Must possess working knowledge of business law and experience in contract negotiations. Understanding and experience in credit a plus.

Excellent command of English Language in both written and spoken form. Effective communication (oral, written and listening) skills.

Ability to prepare accurate, effective, complete and easily understood written communications and reports.

Demonstrated ability to plan, prioritize and work with strict time constraints.

Ability to handle multiple tasks simultaneously and changing priorities in a fast paced environment. Advanced computer skills in Microsoft products or other necessary software.

Must have meticulous attention for detail, solid writing skills, and critical thinking skills. Excellent customer service and interpersonal skills.

Must be able to interact with high levels of management internally and with diverse customers.

Prefer knowledge of the natural gas industry.

EQUAL OPPORTUNITY EMPLOYER