



Plains All American

Position: Contracts and Insurance Specialist

Reports To: Manager, Supply Chain Management

Department: Supply Chain Management

Location: Houston

General Purpose:

Performs contract administration duties on all Plains Supply Chain Management contracts for goods and services. Working with Supply Chain across all divisions, maintain contract data in Plains supplier database, perform insurance verification, approve safety programs, DOT approvals, consummate copies of master contracts, spend data, etc.

Job Responsibilities:

1. Maintain data in Plains companywide supplier database (ISNetworld).
2. Responsible for Certificate of Insurance verification, Waiver of Subrogation, etc.
3. Verify supplier compliance with Plains required insurance coverage.
4. Ongoing verification of insurance carried by suppliers (Certificate of Insurance).
5. Completion of all documentation associated with supplier contracts (MSC, PSA, Short Form, Temporary Labor Agreements, etc.)
6. Verification of supplier contact information.
7. Coordinate safety questionnaires, DOT substance process, OQ requirements with ISNetworld and determine insurance requirements for each agreement.
8. As required, document and verify closure to all action items between contracted companies and Plains.
9. Continued maintenance on Supply Chain contracts data within ISNetworld.
10. Liaise with Legal and Risk Management groups.
11. Liaise with Audit on contract reviews.
12. Monitor service providers that are not under contract.
13. Consult to management on contracting issues.

Scope of Responsibilities:

1. This position has no direct reports.
2. Communicates with intra- and inter-organizational personnel on contract issues as well as outside third party industry contacts.
3. All Supply Chain contract administration for Plains.
4. Number of contracts in Plains Supplier Database - 1200+

Job Requirements

1. Excellent knowledge of supply chain processes, best practices and tools and technologies including strategic sourcing, market analysis, contracting methodologies, principles of contract law and supplier performance management.
2. Ability to build and maintain effective relationships with various disciplines and levels within the organization.
3. Ability to represent Plains in a professional manner when dealing with vendors and others with whom Plains does business.
4. Ability to influence others through advice and insights.
5. Strong networking, interpersonal, leadership and teamwork/collaboration skills.
6. Good communication and presentation skills.
7. Strong written, verbal and PC skills.
8. Ability to manage multiple tasks

Required Skills & Knowledge;

1. Solid knowledge of contract language and contract formulation process.
2. Strong knowledge of contract construction.
3. Proficient in MS Office suite of products.
4. Good communication skills working with internal and external personnel.

Education or Formal Training:

An Associate Degree in Supply Chain Management, Accounting, Business Administration, Engineering, Paralegal **OR** a minimum of four years of experience in materials management paralegal or contract administration plus training.

Experience:

A minimum of four to six years of contract administration or Supply Chain Management experience.

This is a full-time position with a competitive salary and excellent benefits.

Relocation assistance is not available for this position.

Qualified candidates may submit a resume to:

Fax: 713 646-4147 or email: careers@paalp.com

Please reference: **Contracts and Insurance Specialist**

Equal Opportunity Employer

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Company Information

Plains All American Pipeline, L.P. is engaged in interstate and intrastate crude oil transportation and crude oil gathering, marketing, terminalling and storage, as well as the marketing and storage of liquefied petroleum gas and other petroleum products, in the United States and Canada. Through its 50% ownership in PAA/Vulcan Gas Storage LLC, the Partnership is also engaged in the development and operation of natural gas storage facilities. The Partnership's common units are traded on the New York Stock Exchange under the symbol "PAA." The Partnership is headquartered in Houston, Texas.

For additional information, please visit our website at www.paalp.com