



## Contracts Administrative Assistant

### JOB SUMMARY

The contracts administrative assistants is an entry level position that helps the CSI President to effectively enforce contracts made with suppliers, customers, contractors, employees or various federal agencies. This role requires an individual to have a superior work ethic, high organizational skills, and exceptional Microsoft Excel knowledge.

### JOB DUTIES

- Assist in establishing and maintaining contract files; as well as subsequent modifications
- Assist with the preparation of quotes and proposals
- Assist in researching pricing options
- Assist in developing reports on contracting activity
- Assist in monitoring contract performance and compiling periodic compliance reports as directed
- Assist in reviewing invoices for accuracy
- Analyze organization's current contract administration procedures to identify areas of improvement
- Perform all other duties as assigned

### REQUIRED ATTRIBUTES

- Must be able to uphold and respect procurement ethics and to conduct activities with integrity
- Must be a team player who demonstrates patience, flexibility and honesty.
- Must be willing and able to meet tight deadlines and work long hours when required
- Must be a self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet defined expectations
- Must be able to work in a multicultural environment

### REQUIRED SKILLS

- Ability to follow written and verbal instructions
- Keen attention to detail
- Strong organizational skills
- Efficiently manage high volumes of paperwork
- Excellent writing skills
- Willingness to take on responsibilities and challenges
- Excellent interpersonal and communication skills, team oriented, and ability to deal with a wide variety of personalities and communication styles
- Experience with Microsoft Office suite products i.e. Word. **Excel is a MUST**

### REQUIRED QUALIFICATIONS

- Bachelor's degree with 24 Business credit hours, and/or equivalent years of experience in direct contract administration and support