

BEST PLUMBING SPECIALTIES, INC.

Job Description Form



Division/Department	Sales
Location	Corporate Office
Job Title	Administrative Assistant
Reports to	Assistant Sales Manager

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-Family Housing. The Administrative Assistant will work directly with the Contract Specialist to ensure proper recording and tracking of contracts, bids, and vendor registrations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the preparation and submission of contracts, bids, and all documents associated within hours of receipt. Responses and compliance are made within the company guidelines and are submitted within a timely manner.
- Maintains regular status reports and evaluations of contracts, bids, and vendor registrations.
- Updates and maintains contracts, bids, and vendor registrations with the use of P21 Opportunity Maintenance, Contact Maintenance, Pricing Library Maintenance, and Rubber Tree.
- Works effectively with Sales, Customer Service, Marketing, IT, and Purchasing.
- Track progress of contracts to analyze for business development.
- Ability to effectively data mine, classify and dispense contact information related to awarded contracts, bids, and vendor registrations.
- Assists with monthly/quarterly reporting on all major contracts- Keep monthly sales report up to date, track monthly sales and payments to report data to sales management team.
- Performs other related duties as required.

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MINIMUM REQUIREMENTS

- High School Diploma or equivalent
- Computer literacy – proficiency in MS Office Suite (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat with the ability to grasp other software applications required to perform job duties, including the ability to work with electronic contract documentation.
- Experience in a procurement and sales environment a plus.
- High attention to detail and reading comprehension
- Provide timely responses to internal and external inquiries
- Excellent task management and organizational skills
- Experience in contracts and/or bid administration a plus
- Ability to analyze information quickly, problem solve, and think strategically with minimum supervision
- Must be organized and be able to work independently

Your signature below states that you have reviewed and understand all essential duties and responsibilities listed and believe them to be accurate and complete. You also agree to follow and adhere to your job description to the best of your ability. Best Plumbing Specialties, Inc. retains the right to change the job description as it deems necessary.

Signature

Date