BEST PLUMBING SPECIALTIES, INC.

Job Description Form

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

Level/Grade	Type of position:	Hours____40____ / week
	☒ Full-time ☐ Part-time ☐ Contractor ☐ Intern	☐ Exempt ☒ Nonexempt

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 Assistant Contracts Manager and Contract Coordinator 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, vendor registrations, and all documents associated ensuring responses are compliant, made within the company guidelines, and are submitted in a timely manner.
- Verify pricing, part numbers, and descriptions on contract renewals and submissions
- Ensure all documents for bid and contract submissions have been included in responses along with notarizations and signatures.
- Assist with monthly and quarterly contract sales reporting as needed.
- Maintains regular status reports and evaluations of contracts, bids, and vendor registrations.
- Uses P21 Opportunity Maintenance to update and maintain contract, bid, and vendor registration details.
- Ability to effectively data mine, classify and dispense contract information related to awarded contracts, bids, and vendor registrations for marketing collaboration.
- Work effectively with multiple departments
- Update and maintain the Contracts Outlook calendar.
- Filing of physical and electrical documents in company system
- 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
- Experience using a proprietary data entry system, such as Prophet 21, desired
- High attention to detail and reading comprehension
- Must be responsive and professional, with exceptional internal and external customer service skills
- Excellent task management and organizational skills
- Experience in a procurement and sales environment a plus
- Ability to analyze information quickly, problem solve, and think strategically
- Must be organized and 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