

Contract Assistant Cover Letter

6089 Stanton CirclesEast Damien, OH 77345-9661

Dear Tyler Frami,

I submit this application to express my sincere interest in the contract assistant position.

In the previous role, I was responsible for guidance on contract related matters to cross-department business team members in Sales, Procurement and Project Management from the sales phase throughout the project lifecycle and participate in contract negotiations and claim negotiations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Audit Training Aid Programme forms before submission for HOD approval
- Assist to dispatch documents to stakeholders HR, Finance, BA
- Monitor sundries and stationery stock levels and ensure sufficient inventory levels place order from catalog buying
- Other duties that comprise badge activation for visitors, performing Goods Receipt (GR) to store, reporting faults to security / facility departments, ordering name tags for new employees
- Knowledge of Clarity, P2P and CTI
- Previous experience with accounting software and use of Great Plains/CTI an asset
- Strong service-oriented mentality and professionalism
- Strong accounting acumen

Thank you for taking your time to review my application.

Sincerely,

Hayden Bernier