

Contract Assistant Cover Letter

59884 Doyle IslandsLeticiahaven, AK 35915-0434

Dear Casey Cummerata,

Please consider me for the contract assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for support to Procurement Team as needed on contract and price negotiations with local office vendors, and service providers.

My experience is an excellent fit for the list of requirements in this job:

- Perform administrative functions facilitating the smooth operation of team by ensuring supervisors are kept appropriately informed, maintaining files, providing administrative back-up, coordinating new employee training, meetings & travel arrangements, handling ad hoc requests and improving procedures and processes
- Provide day to day support on departmental budget and portfolio management
- Maintain up to date tracking of planned and actual expenditures for the department
- Provide meeting and travel coordination
- Respond to phone, email and in person inquiries – providing general information and referral0
- Provide support during key departmental events
- Order office supplies and manage team expenses
- Organize and plan team events

Thank you for your time and consideration.

Sincerely,

Casey Leuschke