



Example of Contract Assistant Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of contract assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contract assistant

- Minimum 1 to 3 years of experience in a similar capacity
- Entering and maintaining information, medical services, claims and payments
- Preparing daily action logs for appropriate follow-up by Case Managers
- Owning end to end delivery of management events, offsites, dinners
- Managing calendar and scheduling of meetings, including business trips
- Processing company credit card receipts and expenses
- Partnering with our internal comms team to help create presentations &/or speech building
- Participating in management meetings to note take and ensure follow-up action
- Proposing new ideas to improve team and stakeholder relationships
- Co-ordinating reward and recognition initiatives

Qualifications for contract assistant

- Assist the Submissions team to coordinate, communicate, and logistically support submission activities to EA Certification & First Parties (Microsoft, Sony, Nintendo, Origin, Age Ratings)
- Assist in the preparation and submission of downloadable content (DLC) to First Party, including metadata proposals, scheduling, and content submissions in First Party systems
- Customer Facing and Focused
- 1-3+ years' experience working in busy office environment

- Ability to multi-task effectively and work with minimum direction