



Example of Contract Assistant Job Description

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Our innovative and growing company is looking for a 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

- Integrating and participating into the company wide EA team and sharing best practices
- Other personal tasks requested by manager
- Ensure Operational Expenditures (OPEX) for donations and general administration is managed to accounting standards
- Tracks and processes purchase orders and invoices, and provides appropriate follow-up on payments to suppliers and Coca-Cola Refreshments Canada through our invoicing systems for multiple budgets
- Responsible for collecting all information as it relates to the monthly Competitive Activity Report sent to McDonald's
- Responsible for coordinating the The McDonald's Division Canada's involvement in the World-Wide Operator Convention (biannual)
- Manage team communications and ensure they are published to our internal communication channels
- Responsible for the creativity, flow, and proof-reading of executive-level PowerPoint presentations, agendas, customer materials and correspondence
- Communicate effectively with external vendors, suppliers, and various levels of internal stakeholders
- Arranges domestic and international travel schedules and prepares expense reports for the Group Director

Qualifications for contract assistant

- General knowledge of the Medical environment (Managed Care benefit plans eligibility requirements)
- Complete diary management, dealing with incoming enquiries, and general administrative support
- Make sure both Leaders are briefed in advance of any meeting, that they have the correct documentation in advance so they can prepare
- Interact with internal & external customers where required