

7.15.2024 LISTSERV

JOBS

ON- SITE

Executive Admin- Contract Specialty
Tata Consultancy Services- Edison, NJ
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JOB DESCRIPTION

Executive Admin- Contract Specialty
Tata Consultancy Services- Edison, NJ
Send resume to Melissa Gomez at melissa.gomez1@tcs.com

The Executive Administrative position is responsible for independently & collectively performing day to day corporate administrative task including Contracts, Data Entry, MIS Reports, Billing & Payments etc.

Responsibilities:

A. Vendor & Contract Management:

- a. Act as a company representative and point of contact when corresponding with vendors and contractors regarding Contracts, quotations, Invoices, Reimbursable requests, and other items as needed.
- b. Track vendor contract agreements, review agreements, request agreements renewals.
- c. Coordinate with legal team and vendors on contract agreements and ensure valid agreements are available for all vendors.
- d. Reconciliation with the vendor on monthly basis to avoid outstanding payments.

B. MIS, Billing & Reports:

- e. Create, maintain, and update monthly, quarterly, and per-request MIS/Reports involving Vendor Invoices & Contracts, Budgeting, Provisioning for NA Geography.
- f. Prepare Annual and Quarterly Budget of the location in consultation with Location Admin Head and have the budget and expenses reviewed/approved by Head of Administration, NA.
- g. Monitor & Tracking of Capex & Opex Expenses and any open items related to NA geography.
- h. Ensure all invoices related to Goods/Services/Critical Items/Equipment are updated in a timely manner and tracked till closure.
- i. Monitor, Track & Coordinate with finance on vendor payments in a timely manner, ensuring no outstanding payments.

Qualifications and associated Attributes:

- Associate degree.
- 2- 5 years' experience in Administrative Function of a medium sized facility (> 300 associates) preferred.
- Should possess excellent English communication skills (written & verbal)
- Should have good computer skills: Microsoft Office (especially word, excel, power point etc.).
- Should have knowledge of: - (1) Office Management (2) Purchase / Procurement processes, (3) Finance / Accounting processes /MIS etc. (4) Contract Management
- Must be a team player with good interpersonal skills and ability to work in a diverse multicultural environment.
- Should possess: - (1) Good organizational and planning skills, (2) Analytical and problem-solving skills, (3) Good and quick decision-making capability.
- Should be: (1) Proactive (2) Self-motivated (3) Flexible (4) Adaptive (5) Professional (6) Able to multitask, (7) Accessible on phone for any emergency requirement at the location and (8) Available for work outside of regular business hours if needed.