

Sales & Contract Administrator

We are looking for a sales/contract administrator who is motivated, friendly, detailed, and organized with good personal skills.

This position supports our sales and production departments.

Responsibilities and Duties

- Office organization & communication
- Contract review, negotiation & execution
- Computer entry
- Filing
- Answer phones
- General admin responsibilities
- Calendaring of jobs & employees

Qualifications and Skills

Basic knowledge of Word, Excel, Outlook, Adobe

Contract experience

A general construction background.

Spanish and English Bi-lingual a plus

Resumes to: BBSIConnectSJ@bbsihq.com

Main Contact: Greta Minnis (510) 789-8306 or greta.minnis@bbsihq.com