

NJ1389038

Contracts Administrator

Global Furniture Group

MARLTON, NJ, 08053

Public transit available.

About Global Furniture Group

The Global Furniture Group is a leading North American Manufacturer of furniture solutions. Global offers a broad range of furniture products designed for the workplace, hospitality, education + healthcare markets, delivering exceptional value and quality to its network of dealers, designers and customers.

Operating for 50+ years and employing more than 4,000 people worldwide, Global has locations throughout Canada, the US, Mexico, China and the UK.

Duties and Responsibilities

Contracts Administrator

Location: Marlton, NJ Department: Corporate-Contracts

Type: Full Time Min. Experience: Entry Level

Global Furniture Group, a leader in the office furniture industry has an immediate career opportunity at our Marlton, NJ location. The Contracts Administrator will provide administrative support to the Contracts Manager in managing purchasing agreements for the company. This candidate will assist the Contracts department in managing existing contract portfolios as well as sourcing, evaluating, negotiating and executing contract/purchasing agreements required for market sectors such as the healthcare, education and public sectors.

Duties and Responsibilities

- Support Contracts Manager through purchasing agreement lifecycle (from sourcing, to development, to implementation, to administration of purchasing agreement).
- Ensure adherence to company policies and procedures as well as technical and legal compliance.
- Assist with all aspects of contract and CEC quote administration.
- Complete and fulfill sales and compliance reporting.
- Interact effectively with all stakeholders within the organization (as it applies) including, but not limited to Customer Care staff, Distribution Center staff, Products managers and specialists, Design, IT, Marketing, HR, Sales and our Executive Team.

Requirements

- Knowledge of Microsoft Office, Outlook & Dynamics Word
- Knowledge of AS400.
- Demonstrates excellent writing skills, especially for business correspondence and proposals.
- Must be well organized, detail-oriented and able to operate independently.
- Must be able to read, analyze, interpret and summarize bids, contracts and other legal documents efficiently and effectively
- Maintain privileged and confidential information with the utmost integrity.

Education

- Associates degree in finance, business administrator, contract management or related field.
- Six months to one year related experience and/or training; or equivalent combination of education and experience or military equivalent.
- Experience in professional procurement and contracting is a plus, especially with regards to summarizing solicitation documents and drafting detailed proposals.

WHO WE ARE

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BENEFITS

Global offers a comprehensive employee benefit program that enables our employees to stay healthy, feel secure and

maintain a work/life balance. The following are benefits we offer employees (or may be eligible for):

Paid Time Off | Holiday Pay | Medical/Prescription Insurance | Dental Insurance | Vision Insurance | Health Savings Accounts (HSA) | Company-Paid Life and AD+D Insurance | Company Sponsored Long-term Disability | Short-term Disability | Voluntary Life Insurance | Employee Assistance Program (EAP) | Critical Illness and Accidental Injury Insurance | FSA | 401(k) & Roth 401(k)

WHERE WE ARE

Global has distribution centers and showrooms located all across the USA + Canada.

Global USA Showrooms:

Atlanta | Boston | Chicago | Detroit | Ft. Lauderdale | NYC | Philadelphia | Phoenix | St. Louis | Washington DC

Global USA Showrooms + Distribution Centers:

Atlanta | Baltimore | Boston | Chicago | Cincinnati | Dallas | Denver | Houston | Kansas City | Los Angeles | Miami | Minneapolis | New Orleans | Philadelphia | Pittsburgh | San Antonio | San Francisco | Seattle | Tampa

You can visit us at www.globalfurnituregroup.com.

Global is a smoke-free, drug-free workplace and equal opportunity employer.

Qualified applicants will receive consideration for this position without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. To request assistance in completing this application, please call 800.220.1900 and ask for Human Resources.

Veterans Encouraged to Apply

Nature of Work

Duration: Full Time, Regular

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Working Hour per Week: 40 hour(s)

Normal Work Shifts: First (Day)

Post is open till: 23rd May, 2018

Number of Job Openings: 1

Education

Applicants should have a Associates/Some College/Vocational Degree