

**AZ Technology Inc.**, based in Huntsville, Alabama, is seeking applicants for an **Administrative Contract Assistant**.

**JOB DESCRIPTION:**

Responsible for a variety of assigned activities related to the implementation and day-to-day function of contracts. May include contract file maintenance, preparation of correspondence, assisting with proposal costing, data gathering and record keeping. Also performs general administrative and clerical duties necessary to meet needs of the department such as preparing designated reports for management; responding to inquiries and providing information in accordance with policies and procedures.

**REQUIREMENTS:**

- An Associate's Degree in a relevant field and at least three years experience dealing with contracts. Additional experience may be substituted for degree.
- Excellent and professionally delivered written and oral communications skills;
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Experience with Deltek GCS accounting software would be beneficial.

**AZ Technology** is a Woman-Owned, Service- Disabled Veteran-Owned Small Business and is proud to be an Equal Opportunity Employer/ Affirmative Action business M/F/V/D.

**Please email your Word formatted resume to [hr@aztechnology.com](mailto:hr@aztechnology.com). Please visit us online at [www.aztechnology.com](http://www.aztechnology.com) to learn about our company. Download a pdf of our brochure from the homepage for a nice overview.**