

## **ADMINISTRATIVE/CONTRACTS ASSISTANT**

**Job Description** The Administrative/Contracts Assistant is part of the Administrative Team at EskewDumezRipple (EDR) and is responsible for contributing to administration operations and working with project managers to track contracts using AIA Contract Software. This position requires a candidate with a professional, collaborative attitude who will contribute to the project administrative process.

**Primary Duties** Office Administration/Clerical Tasks  
Accounts Payable Entry  
Light Bookkeeping  
Client Contract Maintenance  
Project Closeout Data

**Requirements** AIA Contract Document Software (preferred)  
MS Office Suite (Word, Outlook, Excel)  
Professional Communication skills  
General operation of standard office equipment

To be considered, please submit your resume that reflects your relevant experience to [jobsedr@eskewdumezripple.com](mailto:jobsedr@eskewdumezripple.com). We look forward to hearing from you.