



## SERVICE CONTRACT ADMINISTRATOR

The Suppression System Incorporated, SSI, Service Contract Administrator is responsible for all service administration activities, including data entry, billings, and processing of agreements. The ideal candidate has outstanding organizational and coordination abilities. Excellent communication and interpersonal skills. Ability to work with little supervision and track multiple processes. Maintain focus and adapt to a variety of challenges.

### **Position Summary**

- Interact with customers in an effort to provide the best quality customer service.
- Data entry of service work orders; work notes, remedial work requirements, labor costs, materials.
- Prepare accurate customer billing on a daily basis.
- Assist with procuring necessary materials, equipment, rentals and subcontractors.
- Reviews the accuracy and completeness of new agreements and customer approved renewals.
- Activates new agreements, customer renewals, and small jobs
- Performs month end close process and produces monthly reports.
- Maintain acceptable levels of account receivables.
- Assist the Office Manager with various tasks and/or projects as necessary.

### **Required:**

High School Diploma or a General Educational Development Diploma (GED).

2 to 3 years minimum in customer service or business administration

Polished verbal and written communication skills.

Proficient knowledge of Microsoft Office software, as well as standard office and accounting practices.

### **Preferred:**

Associates degree in business or equivalent combination of education and experience.

Knowledge of Sage software.

**SSI offers a generous compensation package and benefit package including:**

- **Full medical**
- **Dental and vision**
- **Company 401k retirement plan**
- **Tuition Reimbursement**
- **And so much more!**

*SSI is an Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran status, and will not be discriminated against on the basis of disability.*

*If you are interested in applying for employment with Suppression Systems, Inc and need special assistance or reasonable accommodation to apply for a posted position, contact [humanresources@suppressionsystems.com](mailto:humanresources@suppressionsystems.com).*