



1271 Red Fox Road, Saint Paul, MN 55112

Contracts Administrator

ABOUT US

FireFly Computers is a young, exciting and quickly growing computer hardware sales organization. We are dedicated to providing the best in low-cost, high-value computing solutions. Our offerings include the top Chromebook offerings available today, FireFly-enhanced thin clients, as well as uniquely recertified PC's and laptops. Recently recognized as the 10th fastest growing company in Minnesota and the 4th fastest growing computer hardware vendor in the nation, we are always looking for top talent to help take us to the next level.

JOB DESCRIPTION

FireFly Computers is currently seeking a well-organized, detail-oriented individual looking to start or build a professional career. As a Contracts Administrator you will work closely with our Sales and Corporate Development teams to prepare responses for RFPs, bids, contracts and other formal sales agreements with school districts and government organizations throughout the US. Candidates with strong attention to detail, ability to communicate, and personal accountability are greatly preferred.

JOB DUTIES

- Search and monitor bid notification sources to find new relevant business opportunities
- Communicate with various departments to gather and coordinate required bid submission items
- Successfully and accurately assemble bid response packages and submit them prior to the bid deadlines
- Catalog bid award details, prepare reports of bid usage, and communicate contract details to other departments
- Complete various other office-related tasks as needed

REQUIRED SKILLS

- High school diploma or equivalent
- Exceptional verbal and written communication skills
- Self-starter with strong teamwork skills
- Ability to type 50+ words per minute

PREFERRED SKILLS

- Bachelor's Degree or 1-2 years of experience
- Extreme proficiency with Microsoft Office applications
- Technical writing experience and/or experience with state and local government contracts

HOURS

- Full Time
- M-F, 8:30 a.m. -- 5:00 p.m. (flexible)

BENEFITS

- Medical
- Paid Vacation
- Paid Holidays

FireFly Computers is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.