

**Man-Tra-Con Corporation – Human Resources
Job Description**

Job Title:	Contracts/Grants Assistant	Job Type:	Non-Exempt
Reports To:	Fiscal Manager	Job Status:	Regular, Full-Time
Department:	Administrative Support	Career Band:	
Revised:	January 2010		

JOB PURPOSE

Work independently and with others to ensure federal and state grant requirements are met or exceeded and assist with monitor compliance of the processes. Utilize knowledge of contracts, to work daily with others to ensure contracts, procurement and other related functions are performed with attention to detail in a timely fashion.

ESSENTIAL FUNCTIONS

1. Ensure that contracts with providers and others are comprehensive and executed as required.
2. Perform monitoring duties to ensure contract processes and outcomes are followed.
3. Establish and maintain procurement protocol for all purchases within corporation.
4. Prepare reports and assist with data collection requirements.....as required to meet or exceed grant requirements.
5. Duties will be performed that are grant specific and responsibilities will vary according to requirements of the particular federal/state sources providing the funds.
6. Demonstrate a working knowledge of OMB Circular functions and apply that knowledge in the course of this work.
7. Assist as needed on special projects which could include data entry, filing and other clerical duties as necessary.

OTHER FUNCTIONS

1. Assist with meetings and other events as needed.

JOB REQUIREMENTS & QUALIFICATIONS

Education & Training –

1. **Bachelor's degree in related field preferred. Training or experience with grant processes and/or grant writing a plus.**

Knowledge Requirements –

1. **Working knowledge of administrative and clerical procedures and systems. Demonstrated proficiency in Microsoft Office Suite applications. Advanced familiarity of OMB Circular processes and functions as they relate to grant commitments.**
2. **Requires attention to detail, excellent communication and strong organizational skills, ability to handle internal and external customers in a calm, professional, friendly and patient manner. Ability to multi-task and provide assistance to variety of staff, vendors, business population and other contacts.**
3. **Ability to communicate clearly with others in a work environment. Knowledge and the structure of content of the English language including to meaning and spelling or words, rules of composition and grammar.**
4. **Customer Service – Knowledge of principles and processes for providing customer service within and outside of organization.**

Licenses and Certification Requirements –

None required.

OTHER

Must be able to travel and attend meetings as needed. Participation in offered training opportunities is encouraged.

The statements contained in this job description reflect general duties as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Management, Training and Consulting Corporation's policies and procedures. This document describes the position as it is currently. It is not an employment contract.

Our corporation reserves the right to modify job duties or job descriptions at any time.

