



TAB CONTRACT ASSISTANT

DIVISION:	TAB	JOB CODE:	1096
LOCATION:	Spokane	JOB FUNCTION:	Administration
DEPARTMENT:	Furnace Projects Indirect	FLSA STATUS:	Nonexempt
REPORTS TO:	TAB Contract Mgr.	EFFECTIVE DATE:	09/16/2026

JOB SUMMARY

Provide administrative and project support for assigned TAB USA customer contracts by assisting the TAB Contract Manager and project team with contract documentation, procurement follow-up, project tracking, customer and supplier communication, quality records, budget updates, and general administrative tasks. Gain an in-depth understanding of TAB contract processes while helping to maintain accurate project information and ensure timely communications.

QUALIFICATIONS

Education/Experience

High school diploma or GED (General Educational Development) equivalency required. Associate degree or coursework in Business, Administration, Supply Chain, or technical discipline in a related field is preferred.

Contract management experience is not required; prior administrative, customer service, purchasing, project support, or manufacturing/industrial exposure is a plus.

Knowledge/Skills/Abilities

Contract Administration Skills. Basic understanding of administrative support processes, and ability to properly maintain project files, purchase documentation, price schedules, specifications, bills of quantities, plant and equipment schedules, terms and conditions, warranty information, quality records, project scope documentation, and customer and supplier correspondences.

Project Coordination Skills. Strong organizational skills and ability to execute project coordination practices including tracking tasks, maintaining schedules, documenting action items, following up on deliverables, and communicating status updates. Ability to support coordination between TAB management, operations, customers, and suppliers with supervision and guidance.

Financial/Budgeting Support Skills. Ability to assist with project quotations, budget tracking, cost updates, purchase order documentation, invoice follow-up, and routine reporting.

Training Support Skills. Ability to assist with scheduling, preparing, maintaining, and distributing technical training materials and records.

Quality Assurance Support Skills. Demonstrated commitment to quality practices and ability to assist with maintaining quality records and organizing quality inspections.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs. Ability to prepare routine correspondence.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel and PowerPoint and SharePoint.



Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Analytical Skills. Ability to collect, organize, review, and summarize information accurately. Ability to identify obvious discrepancies, ask follow-up questions, and suggest practical administrative improvements.

Professional Investment. Demonstrated commitment to personal professional development and learning. Willingness and ability to continuously develop knowledge of contract administration, project coordination, procurement support, quality documentation, and TAB operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist with assigned contracts throughout the contract life cycle by maintaining documentation, tracking milestones, completing follow-up actions, and supporting project deadlines and customer requirements under the direction of the TAB Contract Manager.
2. Assist with financial and administrative responsibilities including but not limited to:
 - a) Supporting preparation of project quotations and related documentation.
 - b) Tracking purchase orders, invoices, cost updates, and budget information as directed.
 - c) Preparing routine reports and summaries to support budget review and project status updates.
3. Coordinate required project materials and labor documentation including but not limited to:
 - a) Assisting with timely ordering and follow-up to support customer and project deadlines.
 - b) Maintaining supplier information, quotes, acknowledgments, and delivery updates.
 - c) Assisting with purchase documentation (e.g., pricing, delivery schedules, and required supporting records.)
 - d) Supporting professional communication with suppliers and internal stakeholders.
4. Assist with preparing, reviewing, organizing, and maintaining contract documentation, including specifications, bills of quantities, plant and equipment schedules, terms and conditions, warranty information, price schedules, and project scope of work.
5. Support customer relationships by coordinating communications, documenting requests, following up on action items, and escalating questions or issues to the TAB Contract Manager as needed.
6. Assist with tracking financial, engineering, procurement, and schedule information, and support timely communication of project statuses to internal stakeholders and customers.
7. Maintain quality assurance documentation and support established procedures to promote consistent quality in installation and repair activities at customer work sites.
8. Assist with documenting troubleshooting activities, repair findings, corrective actions, and lessons learned during maintenance projects.
9. Track audit findings, corrective actions, completion dates, and supporting records related to installation and repair work.
10. Support project coordination and delivery within agreed scope and timelines by assisting with:
 - a) Coordinating with team members and stakeholders to track project goals, deadlines, action items, and progress.
 - b) Maintaining awareness of process changes, design updates, and customer requirements and sharing relevant information with the TAB Contract Manager and project team.



- c) Assisting with requirements gathering, meeting notes, status updates, and communication in a manner that upholds Pyrotek's values and reflects positively on the Division.
11. Follow established policies, procedures, and project plans. Report questions, concerns, potential improvements, quality issues, and safety observations to the TAB Contract Manager or appropriate supervisor. Support compliance with applicable federal/national, state/regional and local regulations as directed.
 12. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
 13. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
 14. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
 15. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
 16. Actively support compliance with all relevant ISO management system standards by integrating environmental awareness into the facility/operational culture and coordinating the tracking of training and documentation, if applicable.
 17. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
 18. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
 19. Perform other tasks as assigned.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, the team member will generally work in an office environment with exposure to a manufacturing environment that may present loud noise, moving mechanical parts, and fumes or airborne particles. Personal Protective Equipment (PPE) including approved footwear, respirators, and safety glasses/goggles may be required.

Team Member's Signature

Date