



## **ALARM ADMINISTRATOR JOB DESCRIPTION**

**Pearland – PAC, PA, PAD**

### **Job Responsibilities include but are not limited to:**

- Set up jobs in CE
- Monitor credit approval as required (run DNB and check payment history in CE)
- Create Electronic and Hard Folder
- Auto fill information into job scope for Sales Rep to complete
- Prep Contract jobs before being sent to contract admin
- Issue POs
- Enter PO receipts and upload pick tickets to POs
- Request missing invoices and packing slips from vendors
- Invoice jobs in CE
- Send out invoices to customers
- Scan paperwork to put in Electronic folder
- Filing
- Issue credits
- Customer service issues on invoices
- Research issues with POs from Accounts Payable
- Research issues from Collections
- Research & Verify under/over or duplicate payments and report back to accounting

### **Reports:**

- Run monthly billing report for PAC,PA,PAD and give to Managers as needed; also send full report at end of month to Managers and Partners
- Run active report for meetings
- Run active/inactive report once a week to make sure it is clean
- Run Unposted Freeform and AIA report 2x a month to make sure it is cleaned up
- Go over liens / notices report with Managers and make sure owner info is in CE for liens and notices to be sent.
- Run job cost detail report for Managers, if needed
- Run PO status report to see which pick tickets have not been received from field
- Run committed cost report to investigate and clean up old cost on jobs

### **Additional Duties:**

- Answer phones – 1<sup>st</sup> back-up on phones and designated days to cover receptionist lunch break
- Backup for other Admin(s), as needed



**Knowledge:**

- High school diploma is required
- Bachelor's Degree is preferred

**Work Experience:**

- Customer Service Experience
- Purchasing and Purchase Order Experience
- Familiar with/or use of "AIA" for construction billing

**Skills and Competencies:**

- Excellent written and verbal communication skills
- Ability to follow verbal and written instructions
- Detail oriented with excellent organization skills
- Ability to effectively utilize computers and software including Microsoft Office Suite, Computer Ease and other software required by the Company
- Ability to maintain accurate and auditable records
- Ability to work in a fast-paced service/construction team environment
- Attention to detail with emphasis on accuracy and quality
- Ability to prioritize work to balance multiple projects and deadlines
- Familiar with/or use of "AIA" for construction billing

**Physical Requirements**

- 100% Office Setting, including sitting, some bending, walking and viewing

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_