


Job Description		 <div> <div>DDI</div> <div>DIVERSIFIED DISTRIBUTORS, LLC.</div> </div>
Position Title	Data Administration Specialist	
Reports To	CFO	

About the Role:

This hybrid position combines executive support, data administration, and project coordination, making it ideal for someone who thrives on variety and cross functional collaboration. As a Data Administration Specialist, you will support the CFO and other department leaders by providing administrative assistance and ensuring data integrity that drives organizational goals. You'll help streamline processes, facilitate communication across departments, and help keep day-to-day operations running smoothly.

Key Responsibilities:

- Data Administration
 - Maintain accurate data in Business Central (Customer Setup, Item Setup, Fixed Pricing, etc.)
 - Manage SOP documentation and updates
- Project Coordination
 - Manage invitations to bid email box and entry into Smartsheet
 - Track contract statuses, update Smartsheet and standardize submittals
 - Administer COI (Certificate of Insurance) requests
- Reporting & Analytics
 - Prepare presentations and monthly reports (backlog, bid metric, KPI reports)
 - Maintain performance tracking systems
- HR Support
 - Assist with recruitment, onboarding, and maintaining employee records
- Executive Support: Schedule meetings, coordinate travel and company events

What We're Looking For:

- Familiarity with Smartsheet
- Proficiency in Microsoft Office Suite, especially Excel
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Ability to handle confidential information with discretion
- Experience in administrative support, operations, or HR (preferred)
- Forward-thinking mindset with a focus on process improvement

Why Join Us?

- Competitive compensation with performance incentives
- Company-paid health and dental insurance for employees
- 401(k) plan with company matching to support your financial future
- Supportive, collaborative team environment
- As a growing company, every team member plays a key role and has the chance to make a meaningful impact. Your contributions directly shape the spaces people live in—and your voice matters here