
Commercial Assistant Resume

Job Objective

Seeking a Commercial Assistant position in a reputable company that permits me to utilize my skills and knowledge.

Highlights of Qualifications:

- Extensive experience of managing and delivering commercial support services in a corporate setting
 - Operational knowledge of Microsoft Office Suite and Timberline cost accounting system
 - Remarkable knowledge of company policies, procedures, and regulations
 - Familiarity with contractual obligations and contract documents
 - Ability to analyze and understand job-related plans and specifications
 - Ability to handle inbound client calls and department correspondence
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Professional Experience:

Commercial Assistant
The Jonus Group, LLC, Morristown, NJ
August 2012 – Present

Responsibilities:

- Examined and improved assigned properties and handled tenant related transactions.
- Created and provided documents, report, and presentation, accurately and on time.
- Ordered, managed, and restocked all necessary office supplies, properly.
- Prepared, tracked, and maintained the annual budget for work related activities.
- Attended and participated in relevant industry seminars and organizations.
- Scheduled, organized, and coordinated various internal and external office meetings.

Commercial Assistant
CBRE, Morristown, NJ
May 2009 – July 2012

Responsibilities:

- Processed, and verified various sales orders and payment transactions.
 - Liaised with warehouse staff and assisted with receipt and distribution of materials.
 - Prepared, checked, and revised department reports and correspondence, as required.
 - Handled and resolved all relevant queries and concerns of internal and external clients.
 - Oversaw an assisted with making travel arrangements for department officials.
 - Evaluated and processed all department expense related reports, properly.
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Education:

Associate Degree in Business Administration
State Fair Community College, Sedalia, MO

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