

Sunrise Express

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Shop Administrative Assistant

Description

Sunrise Express is seeking a full time Shop Administrative Assistant. We are looking for a reliable individual with strong computer skills and attention to detail, as well as excellent interpersonal and communications skills.

Responsibilities

Responsible for accurate and timely processing of work orders, scheduling work in shop, scanning documents and filing them accurately, fill out spreadsheets and other documents, answer phones, and other tasks as assigned.

Qualifications

Knowledge of basic computer software and Microsoft Office applications, database software, ability to multitask, ability to shift focus quickly as priorities change, ability to plan and accomplish goals, detail oriented, ability to maintain records, excellent verbal and written communications skills, and flexibility to work in a fast paced environment.

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Hiring organization

Sunrise Express

Date posted

August 16, 2019