

Harvest Season Administrative Assistant

**Department:** Administration

**Reports to:** Dealership General Manager

**Supervises:** None

Purpose:   
Performs a full range of administrative support duties for a dealership location. Directs phone calls received at the location to the appropriate dealership personnel.

Responsibilities:

* Receives visitors and telephone calls ensuring these individuals are directed to the proper parties within the dealership
* Distributes mail and maintains dealership files
* Drafts and types standard letters and memoranda as requested and prepares documents for distribution
* Provides administrative support to the sales, parts, and service departments at that location
* May order office supplies for the store location

Experience, Education, Skills, & Knowledge:

* Solid clerical expertise
* General accounting knowledge
* Strong people and communication skills
* Excellent organizational skills
* Ability to use standard desktop load applications such as Microsoft Office
* High School degree or equivalent experience

Email resume to HR, Ben Hargett, [bhargett@wadeinc.com](mailto:bhargett@wadeinc.com)