

# Lawley Automotive

## DEALERSHIP SOLUTIONS

### Administrative Support Associate (part-time)

#### Position Focus:

- Assist with various administrative projects which may include data entry, meeting minutes, tracking and reporting, creation and modification of various documents and presentations utilizing MS Office, filing and project coordination
- Answer incoming phone calls, greet and direct guests, order lunches, open mail and manage supply inventory and ordering
- Maintain effective working relationships with clients, managers, personnel and vendors
- Participate in projects and support the department, and other duties as requested or required
- Support all Lawley Automotive initiatives, as requested, guided by company values, sales culture and business needs

#### Successful candidates ideally possess:

- One to three years of experience in an administrative support or related position
- Associate degree or higher preferred
- Extensive knowledge of Microsoft Office, including Excel, Word, PowerPoint and Outlook
- Experience navigating windows based software
- Ability to work well independently and on a team
- Incredible attention to detail and strong organization skills
- Positive attitude, even in a fast paced environment
- Ability to make customers and coworkers feel important and valued
- Ability to effectively multi-task, work quickly and efficiently
- Precise verbal and written communication skills, even under time constraints

#### What's in it for you? *The Lawley Advantage!*

- Fulfilling career
- Competitive salary
- Great Benefits (Medical, Dental, Vision-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Flexible hours
- Comfortable, family oriented culture



*Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*