



## LANDMARK STAFFING

**Position: Administrative Assistant**

**Location: Grand Junction, CO**

**Type: Part-Time to Full-Time 30-40 hours per week**

**Schedule: Monday - Saturday 8:30 a.m. - 6:00 p.m.**

**Wage: \$16.00 - \$19.00/ hour DOE**

Discovery Auto Group is a well-established and reputable automotive dealership dedicated to providing exceptional customer service and a wide range of quality vehicles to our community. We pride ourselves on our commitment to professionalism, integrity, and excellence in all aspects of our operations.

### **Job Responsibilities:**

As an Administrative Assistant at Discovery Auto Group, you will play a vital role in supporting the day-to-day operations of our dealership. You will be responsible for providing administrative assistance to various departments within the organization, ensuring smooth and efficient workflow.

- **Customer Service:** Serve as the first point of contact for customers visiting or contacting the dealership. Greet customers in a friendly and professional manner, answer phone calls, and respond to inquiries promptly.
- **Administrative Support:** Provide administrative support to management, sales, finance, and service departments. This includes data entry, filing, preparing reports, scheduling appointments, and managing correspondence.
- **Inventory Management:** Assist in maintaining accurate inventory records of vehicles, parts, and supplies. Coordinate with the inventory manager to ensure proper documentation and organization of dealership inventory.
- **Documentation and Record-Keeping:** Prepare and process various documents such as sales, contracts, lease agreements, purchase orders, and warranty paperwork. Maintain meticulous records and ensure compliance with dealership policies and regulations.
- **Appointment scheduling:** Manage calendars and schedules for dealership staff, including sales appointments, service appointments, meetings, and events. Coordinate with customers and staff to confirm appointments and resolve scheduling conflicts.
- **Assistance in Sales and Marketing:** Support the sales and marketing team by preparing promotional materials, updating online listings, and assisting with marketing campaigns as needed.
- **Customer Relations:** Assists in maintaining positive customer relations by addressing inquiries and concerns in a timely and professional manner. Follow up with customers to ensure satisfaction and address any outstanding issues.
- **Other Duties as Assigned:** Perform additional tasks and responsibilities as assigned by management to support the overall functioning of the dealership.

### **Job Requirements:**

- Proven 2 years Administrative Assistant experience or similar role



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- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills with the ability to multitask and prioritize tasks effectively and in a fast-paced environment.
- Excellent communication and interpersonal skills, with a customer-focused approach.
- Attention to detail and accuracy in data entry and record-keeping.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Valid Driver's license and reliable transportation to and from work.
- High school diploma or equivalent
- Background check and drug testing is required for this position