



## **PARTS & SERVICE ADMINISTRATIVE ASSISTANT**

Trudell Trailer Sales, the Midwest's number one semi trailer resource, is in search of a talented administrative professional who will ensure the accurate and efficient processing of administrative functions relating to parts and service activities in our Green Bay, Wisconsin area (De Pere) location.

Truly organized administrative professionals who like a variety in their work day will enjoy moving between shop scheduling, daily posting of technician time, repair order tracking and invoicing, customer interaction (phone and in-person), warranty tracking, customer and shop records filing, workers compensation reporting, safety initiatives, and other similar activities as they carry out their duties.

Successful incumbents in this position generally bring 2-3 years general office experience in a fast-paced environment, or an equivalent combination of education and experience, and is both a "numbers person" with accurate alphanumeric and 10-key data entry skills and "people person" with the ability to build successful business relationships internally and externally. Proficiency with Microsoft Office software is a must along with the ability to effectively manage time and priorities with minimal supervision. Ideally, we'd like to find a candidate who has prior experience in a parts and service environment and proficiency with Karmak software.

In return for sharing your talent with us, Trudell offers a competitive wage and benefit package in an excellent work environment where our people are rewarded for being customer focused and results driven. For more information on Trudell Trailer Sales, please visit our web site at [www.trudelltrailers.com](http://www.trudelltrailers.com).

Amazing Administrative Assistants with a passion for excellent customer service are invited to complete an application form at:

Trudell Trailers of Green Bay, 2049 Creamery Road, De Pere, WI

Credentials may also be emailed to [resume@trudellholdings.com](mailto:resume@trudellholdings.com)

We look forward to meeting you!

*Trudell Trailer Sales is an Equal Opportunity Employer*

*Military and Veterans are encouraged to apply*