

GENERAL OFFICE ASSISTANT (Plymouth, MI)

Dick Scott Chrysler Dodge Jeep Ram, is currently looking for an Office Assistant to join their busy dealership team. This is a rare opportunity to be a part of the outstanding team-Apply today!

The ideal candidate will be someone seeking a new career opportunity, with experience working in an office environment and the availability to work evenings and Saturdays as needed. Automotive dealership admin experience is a plus!

Job Responsibilities:

- Verify the costs and transactions of each vehicle sale
- Draft checks and submit warranties as needed
- Calculate and process commissions
- Problem resolution of account related issues
- Provide additional administrative support as needed

Job Requirements

- Administrative office experience
- Detail oriented skills with strong organizational skills
- Fast learner that is open to change
- Computer proficiency is a must
- Strong communication and people skills – both written and verbal
- Ability to handle multiple responsibilities
- Punctual
- Someone who is seeking a long-term career opportunity; no job hoppers please
- All applicants must be authorized to work in the USA

Candidates should forward their resumes in confidence via email to Apply@DickScott.com