



Truck Shop Administrative Assistant

Work in a small but fast-moving shop environment with a short turnaround time for getting trucks and trailers ready for the next morning's routes. The objective of this position is assist the manager with the various administrative duties of the shop to comply with business and regulatory requirements.

Hours: Mon - Fri; 8am-5pm

Duties & Responsibilities:

- Primary Duties
 - o Overseeing monthly receivable and payable accounts for the shop, to include proper coding.
 - o Data entry and processing of work orders for shop repairs, vendor repair invoices, citations received for the CSM program, and others as necessary.
 - o Ensuring work order documentation is done, to attaching copies of citations and invoices with the appropriate work orders as necessary.
 - o Monitoring DVIR's for accuracy which includes filing correct versions and submitting discrepancies to the Service Writer.
 - o Entering daily vehicle fuel usage logs from the fuel island into a Summary System program.
 - o Other administrative duties as needed
- Secondary Duties
 - o Administrative truck shop assistance as time permits

Physical Requirements:

- Ability to do activities consistent with an office setting

Other Requirements:

- Basic computer skills
- Time management skills to best optimize competing demands
- Strong communication and analytical skills to best determine needs as requested by shop and transportation team members
- Able to work in a shop environment

Required Education:

- High school or equivalent

Benefits:

- Immediate: Eligible for Paid holidays
- 30 days: Discounted produce rates
- 60 days: Medical, Dental, Vision and Life insurance eligibility, 2 PTO days
- 1 year: 401k eligibility, 7 PTO days, STD

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