

# Amston Supply, Inc.

## Trailer & Truck Sales, Parts, Service

Job Title:	<b>Administrative Assistant (Lebanon)</b>	FLSA Status:	Non-Exempt
Department:	All Departments	Reports To:	<b>General Manager</b>
Prepared By:	Kristin Giblin	Prepared Date:	8/4/2021
Approved By:	Shawn Baker	Approved Date:	8/5/2021

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### Summary

The Administrative Assistant provides administrative clerical support to the General Manager- Sales and Sales Account Executives.

### Essential Duties and Responsibilities.

1. Sales contracts
2. Prepare tax forms for each sale
3. Generate sales invoices
4. Utilize Indiana Dealer Portal to create temporary tags/registrations
5. Misc. data entry in RMI
6. Create and organize physical deal jackets in IAW Indiana state laws
  - a. Maintain and collect similar documents for internal e-folders
7. Communicate and update accounting regarding e-folder completion, closing progress, etc.
8. Collect, organize, and maintain rental documents
9. Input rental orders into RMI
10. Invoice rental orders from RMI, send to customer
11. Front office/vestibule/customer greet/customer service
  - a. In existing office, and in the new building
12. Answer phones
13. Misc. accounts receivable work, contact customers on open/unpaid invoices
14. PO and process outside vendor services/invoices
  - a. Chargeback applicable invoices to customers
15. Truck Paper ads for Indy branch (with direction from Indy mgmt.)
16. Gather, organize, and submit Indy fuel receipts to accounting for 4-5 company vehicles
17. Other duties as assigned or requested by Vice President-Sales

### Job Skills Requirements

- High level of organization and time management skills
- Excellent written communications skills
- Excellent computer skills (good knowledge of Outlook, MS Word, Excel, PowerPoint)
- Must have high level of discretion and ability to handle sensitive and confidential information appropriately
- Attention to detail
- Excellent interpersonal and team building skills
- Ability to work independently, multi-task, and prioritize
- Ability to plan, prioritize, and direct workflow.
- Self-motivated
- Must be approachable by both customers and associates.

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### Education Requirements

High School diploma; Additional vocational education a plus.

### Language Skills

Ability to write reports and business correspondence.

### Mathematical Skills

Ability to apply advanced mathematical concepts.

### Reasoning Ability

Ability to define problems, collect data of customer requirements.

### Other Qualifications

Requires the ability to operate various office equipment to include a computer, voice mail, copier, fax, and calculator. Requires the ability to operate various software such as word processing, spreadsheets and CRM software and database.

### Experience Requirements

- Training on equipment will be provided by the company as well as equipment manufacturers, so no prior equipment knowledge is necessary, though knowledge of class 8 trucks and trailers would be considered a plus.
- Experience with updating various websites, or previous experience with social media would be preferred.
- At least 2-5 years of previous administrative experience would be preferred.

### Physical Demands

The employee must occasionally lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl, use hands to finger, handle, or touch objects or controls; and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### Work Environment.

While performing the duties of this Job, the employee is occasionally exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions; fumes or airborne particles requiring the use of safety glasses and a dust mask; toxic or caustic chemicals; and outdoor weather conditions; The noise level in the work environment may occasionally be extremely loud and require the use of ear plugs. The employee occasionally performs work-related travel.

I have read and understand the duties, responsibilities and requirements for this position.

Employee Acknowledgment \_\_\_\_\_ Date: \_\_\_\_\_