



Job Title: Personal Assistant (Part-time/Entry Level)

Job Objective:

The role requires initiative and leadership to take on daily tasks providing support to the business owner and the company's office needs.

Assisting the Owner's office, the successful applicant will be expected to be proactive, go above and beyond thinking and implementing processes and procedures that will help enhance the business operations.

Responsibilities:

Work closely with the Owner to fulfill administrative duties that include data entry, inventory management, filing, answering phone, office upkeep and appearance, display promotional materials, manage calendar/appointments, and other requirements of the operations that promotes efficiency.

What we seek:

This is an excellent opportunity for a self-starter to develop a career in office, operations, human resources management and obtain hands-on experience in supporting a growing entrepreneurship.

Excellent communication and interpersonal skills, proficiency in computer (knowledge of social media a plus), time management, team player, and highly organized.

Depending on profile and work experience, we offer a competitive salary and the opportunity to grow with the position as the company grows.

Applicants may contact Dawna Freeman at Super Tire and Muffler via email (stmccortland@gmail.com), Phone (330)638-7600, Text (330)219-3948. Or stop by the shop: www.supertireandmuffler.com.