

Administrative Assistant 1

We are looking for a qualified and experienced automotive CSR for Full Time employment.

Minimum Requirements:

Bachelor's Degree from an Accredited college
Experience with Computers, word processing, point of sale, internet, etc.
Ability to manage and organize scheduling
Pleasant and experienced phone skills
Career Minded Track
Safe and Professional Attitude
Experience with social networking applications and websites
Individual Troubleshooting Ability
Current State Driver's License
Some Evening and Weekend Availability
Ability to Pass Drug Screening and Background Check

Additional Qualifications Preferred:

1 - 2 Years Relevant Experience Including Automotive Parts, Trailers, Light Trucks, and General Mechanics
Equipment and/or Sales and Customer Service
Current PA State Inspection License
Ability to Work with Minimal Supervision

We offer competitive compensation and benefits packages including some paid holidays, vacation time, and health care.

1 Full Time Positions
Or
Part Time 20-35 hours a week
OPEN NOW!

Resume, Push-N-Pull Application, and Salary Requirements to:

info@pushnpull.net

or

Administrative Assistant 1
Push – N – Pull, Inc.
5951 Brownsville Rd
Pittsburgh, PA 15236

