



# **Entry Level Administrative Assistant Wanted**

(Work Hours: Mon.-Fri. 8am-5pm)

Ron\*Carter Automotive is in need of a full-time individual to join our Alvin Administration Office. Applicant must have the following:

**\*Great Work ethics and work attendance (some general accounting knowledge a plus)**

The ideal candidate will have general administrative experience such as: greeting guests/employees, computer data entry, Word and Excel knowledge, balancing check books, running errands, collecting customer payments, preparing vehicle titles and paperwork for the tax office, ordering and managing office supplies, etc.

Only the following applicants need apply: can maintain confidentiality, work independently; as well as with others, multi-task, possess efficient time management skills, detail-oriented, pleasant personality with a smiling face each and every day. We want to add a team member who will go the extra mile to get the job done. If you are ready to leave fast-food, daycare, retail, banking, and other similar jobs, this could be a great opportunity!

## **Interested?**

Apply by sending your resume to:  
**[dcanales@roncarter.com](mailto:dcanales@roncarter.com)**

or apply online:

**[www.roncartercareers.com](http://www.roncartercareers.com)**

**BILINGUAL IS A PLUS!**