

# HELP WANTED

## ADMINISTRATIVE ASSISTANT

- Full time position, Mon-Fri.

Receptionist with accounting data entry, answer phone calls and redirect as needed, excellent communication skills required.

- Greet and assist customers when they arrive at the office.
- Title clerk, payroll entries
- Ability to learn dealership accounting program
- Knowledge of bookkeeping principles
- Monitor office supplies, work with banking representatives on vehicle advances.

## APPLY IN PERSON



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