



<https://scr553.com/job/administrative-assistant/>

## Administrative Assistant

### Description

Our Company is a combination of auto body collision and repair services and classic car restoration. Our collision department works with all insurance companies to provide our customers with quality and safe repairs in a timely fashion. Our restoration department works with clients across the country to restore award-winning and nationally publicized classic cars. We are committed to excellence in quality service.

### Responsibilities

- Customer and client management via phone, email, and walk-ins
- Maintaining a clean and organized front office
- Managing phone calls, emails, and direct mail
- Managing office supplies and breakroom supplies
- Scheduling for customer appointments and Company events
- Filing organization for both vendors and customer accounts
- Basic data entry into QuickBooks online
- Assisting in social media management

### Qualifications

- Ability to multi-task efficiently
- Team Player
- Strong organizational skills
- Punctual
- Excellent communication skills
- Real-time decision making
- Computer savvy
- Ability to adhere to complex policies and procedures

### Job Benefits

- 100% Health Insurance coverage
- Dental & Vision available
- Paid holidays and PTO

### Hiring organization

553 Auto Body

### Employment Type

Full-time

### Job Location

5290 Route 553 Hwy, 15728,  
Clymer, PA, USA

### Working Hours

8a – 4:30p Monday – Friday

### Base Salary

\$ 14 - \$ 16

### Date posted

November 19, 2024