



Administrative Assistant

Central States Bus Sales is currently seeking an **Administrative Assistant** for our **Oswego, IL** location. This position provides administrative support for all departments.

Responsibilities:

- Performs routine administrative support including, but not limited to: typing, organizing & maintaining files and database, filing, sending faxes, composing correspondence, opening & distributing daily mail, assigning purchase orders, checking invoices, and preparing deposits
- Answers and routes incoming calls, takes messages, and deals tactfully with parties in emergency situations; locates numbers and provides information to callers
- Pages staff via the phone system
- Greets visitors and provides information
- Enters bus sales deposits when necessary
- Prepare temp tags, MSOs and title work for submission to Secretary of State and IL Department of Revenue
- Helps to process semi-annual physical inventory
- Compiles drivers' weekly pay information for payroll
- Submit and maintain warranty information for all buses sold with vendors and in NetSuite database system
- Receiving/creating points of sale in the NetSuite system and updating data
- Assist in bus deliveries with respect to assisting customers with signing of paperwork and receiving payment
- Performs special projects as needed

Education & Training:

- High School Diploma or equivalent
- Minimum of 2 years general Administrative/Office experience desired

Skills & Abilities:

- Ability to effectively communicate verbally with customers, vendors, employees or applicants in person and on the phone in a professional manner
- Strong verbal, written skills, organizational, and interpersonal skills
- Excellent organizational and prioritization skills
- Ability to work independently
- Detail oriented
- Proficient computer skills in MS Office Suite (Word, Excel, Outlook) and the ability to utilize the Internet
- Experience with vehicle titles and title work helpful

Central States Bus Sales is a dealer for several manufacturers of school and transit buses and is the largest Blue Bird School Bus dealer in the country. We have five locations covering five states and are headquartered in Missouri. Please visit our website at www.centralstatesbus.com to learn more about our growing company.

Regular shift is Monday-Friday, day shift and starting pay is based on work experience.

If you are interested in joining a growing, successful company, please forward your resume to hr@centralstatesbus.com

EOE/AA