TITLE: Secretary

REPORTS TO: Business Manager or Dealer/President

POSITION INFORMATION:

The Secretary properly represents the dealership to its customers and vendors by providing high-quality telephone and secretarial services.

DUTIES AND RESPONSIBILITIES: (Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

E( ) M( ) Answer telephones and take messages for specific people as assigned.

E( ) M( ) Keep itineraries of specific people and handle tasks that need immediate attention in the absence of those people.

E( ) M( ) Make travel arrangements for specific people.

E( ) M( ) Prepare outgoing mail for delivery to the post office.

E( ) M( ) Sort, open and route incoming mail.

E( ) M( ) Handle requests for priority mail.

E( ) M( ) Type correspondence, forms and other documents as assigned.

E( ) M( ) Prepare semi-monthly FET report.

E( ) M( ) Process repair orders in the absence of the Warranty Clerk.

E( ) M( ) Complete workmen's compensation reports and OSHA log.

E( ) M( ) Operate and arrange the maintenance for office machines such as the facsimile machine, typewriter, computer/word processor, and copy machine.

E( ) M( ) Apply for co-op advertising reimbursement and maintain records.

E( ) M( ) Maintain vehicle order files. Transfer to permanent sales file when vehicle invoices are prepared.

E( ) M( ) Prepare required reports for vendors.

E( ) M( ) Provide clerical and/or secretarial assistance in the absence of the Credit Assistant, Service Secretary, Switchboard Operator, and other employees.

QUALIFICATIONS:

Two years of secretarial experience. Ability to read and comprehend instructions and information. Type at least 60 wpm. Working knowledge of Microsoft Office. Excellent communication skills. Professional personal appearance.

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WORKING CONDITIONS:

The Secretary's position is mostly sedentary. S/he will work at a desk in an office setting. S/he will be required to use office machinery such as the word processor, typewriter, computer/word processor, and copy machine. S/he will be required to work in other departments in the absence of certain employees. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer