

MOTORS IN MOTION INC
2800 CLEVELAND HWY
GAINESVILLE, GA 30506
678-450-0006
678-450-0007 FAX

Full /Part Time Office Assistant

Hours: Monday-Thursday 8-5pm

Hourly Rate: \$10 -12 per hour

Responsibilities would include but are not limited to: Answering multi phone lines, greeting customers, assisting with general office duties, help to maintain and update our websites and social media sites, help maintain showroom with product.

High School diploma

Office experience

- Experience in digital marketing and product management
- Excellent written and verbal communication skills
- Must be a team player, have great work ethic, responsible and have a reliable means of transportation.
- Computer skills, Excel, Office, Internet, Website based programs
- Professional Phone and Office Skills
- Friendly Communication Skills
- Knowledge of Trailers and Trailer Parts (helpful but not required)
- Bilingual (helpful but not required)

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age national origin, religion, sexual orientation, gender identity, status as a veteran and basis of disability or any other federal, state or local protected class.

This is a smoke and drug free environment.

Please send all resumes to mnmtrailers@gmail.com Or Fax to 678-450-0007