Store Administrator

Position Specifics:

**Department:** Administration  
**Reports to:** Store Manager  
**Supervises:** None  
**Type:** Part-Time  
**Apply:** Online at www.TriGreenTractor.com

**Purpose:**
Performs a full range of administrative support duties for a dealership location. Directs phone calls received at the location to the appropriate dealership personnel.

**Responsibilities:**
- Receives visitors and telephone calls ensuring these individuals are directed to the proper parties within the dealership
- Prepares bank deposits and balances cash receipts
- Records standard accounts payable and accounts receivable entries on a daily and monthly basis
- Maintains accounts payable or accounts receivable records
- Reviews purchase orders ensuring information is accurate and submits supporting paperwork to the Accounting Department
- Distributes mail and maintains dealership files
- Drafts and types standard letters and memoranda as requested and prepares documents for distribution
- Provides administrative support to the sales, parts, and service departments at that location
- May order office supplies for the store location
- Performs other duties or functions as so directed by management, in line with the objectives of the dealership
- Expected to be a team player

**Experience, Education, Skills and Knowledge:**
- Solid clerical expertise
- General accounting knowledge
- Strong people and communication skills
- Excellent organizational skills
- Ability to use standard desktop load applications such as Microsoft Office
- High School degree or equivalent experience