

**Order Number:**

NY1477292

**Date Job Order Received:**

09/19/2023

**Number of Openings:**

1

**Company Name:**

Empire Chrysler Dodge Jeep Ram

**Job Title:**

Personal Assistant

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Empire Chrysler Dodge Jeep and Ram is looking for a Personal Assistant. Hours: Monday-Friday, 7a-4p  
Job Description: Act as the point of contact between the manager and internal/external clients. Screen and direct phone calls and distribute correspondence. Handle requests and inquiries appropriately. Manage schedule meetings and appointments. Make travel arrangements. Take dictation and minutes. Requirements: Flexibility with work hours, including travel Assistant experience preferred, but not required Computer skills Knowledge of office management systems and procedures Outstanding organizational and time management skills Ability to multitask and prioritize daily workload Excellent verbal and written communications skills Discretion and confidentiality Willing to travel Starting Pay: \$40,000 annual salary Opportunities for salary increase based on experience, as well as other benefits.

**Job Location:**

Lowville, New York

**Pay:**

\$40,000.00 Yearly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer by telephone, or by email:

Phone: Bush, Jessica (315) 376-6211

Email: [jbush@brcsd.org](mailto:jbush@brcsd.org)