



Tobroco Machinery LLC in Cedar Falls IA is looking for an:

Administrative Assistant (28-40 hours)

Company description:

Tobroco Machinery LLC is the North American importer and distributor of Giant branded compact wheel loaders, compact tele handlers, stand-on skid steers and a wide variety of attachments. Since 2016 we are working very hard to become one of the leading brands in the fast growing compact equipment market in USA and Canada.

Main tasks:

- Handle Accounts Receivable & Accounts Payable
- Create reports
- Keep track of inventory
- Handle incoming and outgoing phone calls
- Several other tasks: In/outgoing mail, supplies
- Maintain organized and up-to-date filing systems
- Be an outstanding team member willing to help out wherever it is vital to get the job done
- Coordinate the administrative activities of the office
- Support general business operations by providing various administrative support activities
- Additional duties as assigned
- Support and assist General Manager

Requirements & qualifications:

- Proficient with Quickbooks, Excel and other Microsoft products
- Analytically strong
- Very precise, organized and dependable
- Ability to work independently with little supervision
- Ability to accomplish tasks in a timely manner and handle distractions and interruptions
- Outstanding interpersonal skills

We offer:

- A team oriented work environment
- The opportunity to growth with our fast growing company
- Flexible working schedule

For more information please visit www.giantloaders.com