

Cobra Heavy Iron is looking to add an administrative assistant to our team immediately. The successful applicant should have the following skills:

-team player

-multi-tasker

-organized

-able to follow instruction

-able to work within a deadline

-computer skills: keyboarding (40+ wpm) Microsoft word, excel, outlook

-A/P with Simply Accounting

-Adaptable to changing scope of work

-reliable

-class 5 drivers license

-exceptional work ethic

Job duties will include but not limited to:

* Billing
* Vehicle / equipment maintenance
* Safety (shop inspections / training tickets)
* A/P (matching invoices to statements)
* Fuel tracking
* Maintaining driver files
* Courses for safety