



ADMINISTRATIVE ASSISTANT – DeForest, WI

Wisconsin Bus Sales is in search of a talented, assertive, reliable, and hard-working administrative professional to join our team in a customer service role.

The primary duty of this position is to provide a positive impression of Wisconsin Bus Sales through courteous and efficient handling of switchboard operations and reception desk. Equally important key responsibilities of this position include hands-on sales support including new business data entry, process management and scheduling deliveries.

The successful candidate in this position typically has 2-3 years of prior general office experience or an equivalent combination of education and experience, strong communication and telephone skills along with a demonstrated ability to work with a high degree of accuracy. These responsibilities also require assertiveness, attention to detail, timeline management and regular interaction with associates. Proficiency from basic to mid-level with Microsoft Office and internet applications are required. On the job training support will be provided.

In return for your talent, Wisconsin Bus Sales offers the stability and overall benefit that comes with working for a large organization while still working in a smaller, close knit work community where our core value that “People Matter” is truly lived out. You can see that in the benefits we offer from health insurance to 401k plan with match and paid time off benefits. Most of the insurance benefits are already effective the first of the month following date of hire. For more information about Wisconsin Bus Sales, please visit our website at www.wisconsinbussales.com.

Talented administrative professionals are encouraged to submit their resume and cover letter indicating position of interest to Human Resources at resume@trudellholdings.com.

Wisconsin Bus Sales is an Equal Opportunity Employer

Military and veterans are encouraged to apply