

Part Time Receptionist

Victory Ford – Dyersville, Iowa

Average of 10-15 hours per week.

Job description includes: greeting customers, answering and directing phone calls, filing, cashiering, miscellaneous office tasks like stuffing folders with required paperwork, scanning documents into our paperless software, stamping envelopes, printing letters and mailing, ordering and picking up supper for Sales staff, locking up cash drawer.

To apply:

Email resume and cover letter to - smiller@drivevictory.com