OFFICE ASSISTANT

ABOUT THE ROLE

At Strictly Diesel, we believe that Great Companies are built through a never-ending pursuit of **Craftsmanship**, **Collaboration** and a **Shared Standard of Excellence**. We're looking for someone who wants to Grow, Contribute to a Strong Team Culture, and Take Pride in work that Genuinely Helps the rest of the Team.

WHAT YOU'LL DO

- Communicate with and Assist Team Members to Maintain Workflow and Efficiency
- Serve Multiple Departments and Individuals within the Organization
- Proactively Seek Opportunities to Improve the Daily Impact of the Assistant Position
- Participate in Team Huddles, Improvement Discussions and Problem-Solving Sessions
- Uphold our High-Performance Standards in Quality, Communication and Accountability

WHAT WE'RE LOOKING FOR

- Someone who Values Teamwork as much as Individual Skill
- Strong Attention to Detail with a Willingness to Help and Collaborate
- Pride in Workmanship and a Drive to Improve Processes and Results
- Exceptional Communication Skills and Customer Awareness
- A Mindset Aligned with Professional Excellence and Continuous Learning

WHAT WE OFFER

- A Professional, High-Performance Culture rooted in Trust, Clarity and Team Success
- Above-Market Pay with an Excellent Benefits Package
- Personalized Career Development Planning, including Paid Training
- A Team Environment where Your Voice, Ideas and Character Matter
- Career Pathways that Support your Long-Term Growth in the Industry

HOW TO APPLY

Send your Resume along with a brief Cover Letter telling us why Strictly Diesel's Team Culture appeals to you to : management@strictlydiesel.com

We hire for **Skill**, **Character** and **Team Fit** – not just Experience.

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DETAILED JOB DESCRIPTION

The Office Assistant has a wide range of duties in multiple internal departments. The list below represents some of the most common daily or weekly functions performed by the assistant.

SPECIFIC JOB DUTIES (not all inclusive)

- Shipping Related Duties
  - Monitoring Stock Levels of Shipping Supplies to assist in re-ordering
  - Restocking Shipping Supplies from Overstock Locations
  - Shredding Cardboard that is used as Bulk Packaging Material
  - Assist with Daily Shipping (Boxing, Labeling, etc)
  - Preparing Stock Orders (Boxing, Weighing, Palleting, Shrink Wrap)
- Product Assembly Duties
  - Packaging Dipstick Adapter Kits
  - Preparing Various Driven Diesel Product Bags
  - Preparing Product Specific CARB EO Bags
  - Assist with Other Driven Diesel Product Kitting/Assembly as needed
  - Preparing Goody Bags for use in Shipping
- Service Shop Related Duties
  - Preparing Truck Tags
  - Writing "Thank You" Cards
  - Filing Service Invoices by Last Name and Year
- General Clerical Duties
  - Shredding Paper from Employee Shred Piles
  - Answering Phones / Taking Messages as needed
  - Restocking Merch in Show Room
  - Keeping Customer and Employee Water Coolers Stocked
- Assist Anywhere in Shop if Needed

PREFERRED QUALIFICATIONS

- Organized, Pays Attention to Detail, can Listen and Follow Directions
- Self Starter that can Learn the Job and Act Without Constant Reminders
- Comfortable with Basic Microsoft Office Use (Word, Excel & Outlook)
- Ability to Lift and Move Parts as needed (up to approx. 25#)
- Some Basic Automotive Knowledge Beneficial but not Required

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