

## Job Position Title: ADMINISTRATIVE COORDINATOR

Office Location:  
460 Walker Street  
Holly Hill, FL, 32117-2699

### **Job Description**

Professional person needed for busy manufacturing office. Successful candidate must be proficient in the following areas: MS Office including Word, Excel, Access, power point, excellent multi-tasking skills, sharp communication skills, professional appearance, capable of multitasking, punctual, and organized, with a professional phone manner. Must know how to maintain data, coordinate and plan meetings, arrange and book travel, able to type min 40 wpm, and be a self-starter able to handle diverse backgrounds and situations, all with little supervision.

Must be comfortable interacting with many personalities and able to adapt and learn quickly as needed. Minimum of 2 years administrative assistant experience. Must be able to work Monday thru Friday 8am-5pm

Email: [resumes@metra-autosound.com](mailto:resumes@metra-autosound.com)