



🕒 **SUMMER-7AM – 5PM**
WINTER- 8AM – 4:30PM

📍 **240 39TH ST N,**
FARGO, ND 58102

💼 **FULL-TIME/
PART-TIME**

ADMINISTRATIVE ASSISTANT

BE PART OF OUR TEAM

The Administrative Assistant handles front-desk tasks, supports office functions, and ensures accurate data entry and customer interaction.

WHAT YOU'LL DO

- ✓ Greet clients in person and over the phone.
- ✓ Maintain front desk, order parts, and update Fullbay records.
- ✓ Assist with invoicing, payments, and mail processing.
- ✓ Restock office/shop supplies and ensure cleanliness.
- ✓ Conduct research and support special projects.
- ✓ Aid in administrative tasks and reporting.

WHAT WE'RE LOOKING FOR

- ✓ Organized, detail-oriented, and self-driven.
- ✓ Strong communication and time management.
- ✓ Basic accounting and computer proficiency.
- ✓ Ability to prioritize and multitask effectively.



service@deckplate-diesel.com

701-929--0199



APPLY NOW

