



Equipment Shop Administrative Assistant (Part-Time)

POSITION SUMMARY:

Earle Equipment is seeking a detail-oriented and organized Administrative Assistant to support the daily operations of our equipment department. This individual will assist with office administration, equipment documentation, scheduling, and communication while helping keep the shop running efficiently. This is a part-time position with the opportunity to transition into a full-time role for the right candidate.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative support for the Equipment Shop and management team.
- Answer phones, respond to emails, and assist employees, vendors, and customers.
- Maintain equipment files, service records, registrations, inspections, and other documentation.
- Enter and update data in Microsoft Excel, Word, and Outlook.
- Assist with scheduling equipment maintenance, repairs, and inspections.
- Process work orders, purchase orders, invoices, and other paperwork.
- Coordinate with mechanics, drivers, vendors, and field personnel.
- Track inventory of shop supplies and assist with ordering materials as needed.
- Organize and maintain office filing systems (electronic and paper).
- Assist with miscellaneous office and administrative tasks as assigned.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

- Valid driver's license with a clean driving record.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Previous office or administrative experience required.
- Experience in the automotive, trucking, construction, or heavy equipment industry preferred.
- Strong organizational, communication, and multitasking skills.
- Ability to work independently and as part of a team.
- Flexible schedule.
- Ability to maintain confidentiality and attention to detail.

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.

