

PREMIER LOGISTICAL CENTER

Fort Carson Car & Truck Center Seeking Assistant Sales Clerk that is responsible, organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Military Spouse and Dependents preferred but not mandatory.



SME'S
SHIPPING & MOVING
MOVING BOXES
PACKING MATERIALS

866-697-3501

premiergroup1@hotmail.com
plchdq@gmail.com

Bldg 6151 Porter St.





PREMIER LOGISTICAL CENTER

P.O BOX 2302.

CHINO, CA., 91708

760-314-7821 p 760-314-7831 f

E-mail: plchdq@gmail.com

Title: Office Assistant

General Purpose: Helps maintain an efficient office environment. Provides administrative, secretarial and clerical support to others in the office. Knowledge of truck rental equipment. Provide excellent customer service. We encourage military, retired military or preferred individual with college degree, but not necessary.

Duties & Responsibilities

- Handle customer inquiries and complaints and answer telephone inquiries providing customer service in response to general questions, request or other issues.
- Balance cash register
- Dispatching trucks
- Ensure office equipment & Penske trucks are properly maintained, cleaned and serviced
- Prepare reports to ensure efficiency
- Faxing, scanning and copying of documents
- Receive, input, sort and distribute incoming/ outgoing FedEx mail
- Monitor and maintain office supplies
- Keep office area clean and tidy

Premier Logistic Center