



MINUTEMAN TRUCKS, INC.

Sales ★ Service ★ Parts ★ Leasing/Rentals

2181 Providence Highway Walpole, MA 02081

www.MinutemanTrucks.com

800.225.4808

Sales Administrator / Billing Clerk

Minuteman Trucks, Inc. is looking for sales administrator / billing clerk to handle busy commercial truck sales department. We want to fill the position before the end of June. Job functions include light accounting, typing, filing, and submittal of customer credit applications, finance contract preparation, preparation and submittal of customer billing paperwork, preparation of various forms required by the Registry of Motor Vehicles in various states. Experience with Microsoft Word, Excel, & Outlook a must. Prior experience in F&I/ billing for automotive dealership and Notary certification a plus. Knowledge of ADP systems preferred but not required. Organizational skills a must as well as the ability to multi-task. Benefits include medical, dental, vision, life, short & long term disability and 401K. Salary determined on experience.

We are an equal opportunity employer that values the diversity of its employees, customers, and vendors

If you are ready to build a career or take the next step in your career, Minuteman Trucks IS for YOU!

Contact Danielle in Human Resources @ (800) 225-4808 x302, fax resume to (508) 660-0027 or email resume to dsackett@minutemantrucks.com