



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #4318

Job Posting Date: 5/10/2022

Employer Information: Ohio CAT
Contact: Ms. Eileen Toghill
3993 East Royalton Road
Broadview Heights, Ohio 44147
Phone: 440-838-7321 **Ext:**
E-mail: etoghill@ohiocat.com

Main Business: Heavy Equipment Sales

Job Title: Administrative Assistant

Full/Part-time: Full-Time **Job Hours:** 8am-5pm

Job Duties: The Administrative Assistant will provide value-added administrative support for the Equipment & Power General Manager utilizing previous experience, strong problem-solving ability, and balanced judgment and communication skills.

Minimum of an Associate's degree and five years of experience as an Administrative Assistant or a High School Diploma or equivalent, with a minimum of seven years of experience.

Demonstrates a high sense of urgency and ability to act independently during completion of tasks. Proficient in Microsoft Office. Individual must be highly motivated and eager to learn. Have solid organizational skills.

Excellent analytical, problem- solving, critical thinking, logic, and reasoning skills. Understand complex interrelationships and work with a variety of technologies. Excellent interpersonal and communication skills, both written and verbal. Must also be detail and process- oriented with the ability to work closely in a team environment.

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

Compensation: Open

Special Notes / Additional Information:

<https://www.ohioat.com/about-us/careers/>

Minimum Age Requirement?

18

How to Contact: Apply Online

Seeking: CVCC Alumni, Adult /Job Seeker

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