

# ROUSH®

Focused. Driven. Committed.

## **Roush Job Posting August 30, 2010 – September 30, 2010**

### **Driver Coordinator**

Roush supplies comprehensive, integrated development services and provides customers with support that fuses technology and engineering. From design through prototyping, testing and manufacturing, we take our customers' visions from the sketch pad to production. We're focused, efficient, and we deliver. With over 2000 employees in more than 40 facilities across the United States, and interests around the world, Roush solves customers' problems and provides significant support to the automotive, performance products, military, entertainment, life sciences, alternative fuels and consumer products industries.

We are focused on performance, driven by technology, and committed to our customers' success. If you're only happy when your customers are happy, we want you on our team.

**Visit our website: [www.roush.com](http://www.roush.com)**

We are looking for a Full-Time Driver Supervisor and Data Entry Specialist with strong computer skills to join the Roush team working M-F 5:00 AM to 2:00 PM. You will be supervising a pool of part-time test drivers, managing a vehicle test schedule, and performing some administrative duties.

#### **Requirements:**

- High School diploma or equivalent.
- Minimum one year general office experience.
- Must have very strong MS Excel data entry skills.
- Excellent verbal and written communication skills.
- Supervisory Experience.
- Excellent organizational skills and ability to manage changing schedules.
- Must be able to multi-task and work effectively under pressure.
- Available 24/7 for emergency contact.

**This position is located in Henderson, CO.**

**You must refer to this posting to be considered.  
Send resume by September 30, 2010.  
AA/EEO**

Send updated resume to Amanda Asher, **Fax: 734-779-7804** Email: **Careers@roush.com**

Keywords: admin, office, clerical