

## **Roush Industries Job Posting March 9, 2010 – March 23, 2010**

### **Administrative Assistant**

A full-service engineering supplier headquartered in the Detroit suburb of Livonia, Michigan, Roush has over 2000 employees in more than 40 facilities across the United States and interests around the world. Widely recognized for providing engineering, testing, prototype development, and manufacturing services to the transportation industry, Roush also provides significant support to the automotive aftermarket, electronics, consumer product, and motorsports industries.

We are focused on performance, driven by technology, and committed to success...YOUR SUCCESS!

Yes, we love our cars, but our people drive us to the forefront of industry.

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

Due to continued success, Roush is undergoing an exciting period of growth across many domains. We have a current opening for an **Entry-level Administrative Assistant** who will be responsible for performing general administrative duties such as handling general correspondence, photocopying, faxing, forms, and maintaining reports. **This position is located in Livonia, MI. We offer comprehensive benefits and opportunities for growth.**

#### **Requirements:**

- High School diploma or equivalent; some college coursework is preferred.
- Minimum one year general office experience; data entry experience is preferred.
- Proficiency in MS Office including Word and Excel.
- Must be task oriented with strong sense of priority and ability to manage multiple tasks
- Deliver excellent customer service and demonstrate a high degree of professionalism
- Excellent organizational skills.
- Strong verbal communication skills including professional phone etiquette.
- Excellent attendance and dependable.
- Must be able to work overtime when needed.

**You must refer to this posting to be considered.**

**Send resume by March 23, 2010**

**AA/EEO**

Send updated resume to Salina Cinco, **Email: [Careers@roush.com](mailto:Careers@roush.com)**

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

Keyword search: secretary, receptionist, admin., clerical, office support, front office