

Marketing Administrative Assistant

Highway and Heavy Parts is looking for a Marketing Administrative Assistant for our Headquarters in Coleman, MI. HHP is centrally located; less than 25 miles from Midland, Mt. Pleasant, Gladwin, and Clare. We specialize in diesel engine parts and need motivated individuals to help us reach our goals.

You would be perfect for this job if you enjoy working with technology, are creative, have a friendly disposition, and find it rewarding to be a part of a rapidly growing company. We serve a global client-base so the right blend of listening and communication will help you go far. Problem-solving, quick thinking, attention to detail, and organization are the foundations of our Company; and what keeps our customers coming back. Please send your resume and cover letter today! We look forward to hearing from you!

You will be among our top candidates if you excel at:

- Data Entry
- Writing
- Research
- Accomplishing goals with a desire to constantly improve
- Learning processes and troubleshooting issues
- Creative thinking and finding new and better ways to streamline processes
- Multitasking without sacrificing quality in a fast paced environment

The skills that will give you a competitive advantage here are:

- **Marketing, Advertising, and Social Media Knowledge**
- **Computer Mastery** – Being able to learn new programs and commands quickly.
- **Professionalism** – Keeping a calm and courteous disposition is necessary to creating both a pleasant work environment and an excellent experience for our customers.
- **Typing** – In this fast-paced environment you'll need both hands working together efficiently.
- **Adaptability** – When we find a way to make your job easier, we want you onboard to learn the new processes.
- **Flexibility** – When projects pop up, being able to prioritize is a must.

With a team-oriented atmosphere, career advancement, and financial growth opportunities; Highway and Heavy Parts offers an ideal work environment for someone who can understand and contribute to our work model. We are a small business that recognizes that our employees are critical to our success.