



Administrative Assistant

Think of people who know you well: Do they say **THIS** about you?

- “Wow – you really GET IT!”** You’re quick to grasp ideas, and to understand what needs to get done. You have a good memory and, with some training, you’re good at figuring things out for yourself.
- “Wow – you are really PRODUCTIVE!”** You’re fast – yet also careful, and accurate. You’re good with details, you like “process”, and you just love to cross things off your to-do-list!
- “You’re so EASY to work with!”** You have a positive outlook on life ... maybe even a sense of humor. You like routine, but are comfortable with some variety and special projects.

Also a plus if

- You have experience working in a an environment such as an auto-body or mechanic repair shop, a tile warehouse, lumber yard, manufacturing co, machine-shop, used-car lot, or something similar.
- You have experience with the DMV paperwork, such as handling motor-vehicle Titles.

IF yes ... then this is a GREAT opportunity to work flexible hours in a family business where you’ll be well appreciated.

Ideal job for (1) a Mom looking to work while kids are in school, (2) a semi-retired person looking to do something interesting and useful, (3) a college student or (4) anyone attracted by what’s here.

What We Offer

- ✓ **Title:** **FLEXIBLE!** Name your own: Whatever will look best on your resume or want others to call you, inside the office or when you tell them about your work.
- ✓ **Location:** 1107 East Elm Ave, Unit A, Fullerton CA 92831
- ✓ **Pay:** \$12-\$13/hour
- ✓ **Hours:** 16-20 per week. You pick which ones.
- ✓ **Schedule:** **YOU get to set YOUR OWN Schedule! For example ...**
2 days a week such as Mon & Thurs (or Tues & Thurs) from 9-5, or
3 days from 9-3 when the kids are in school, or
4 days from 10-2, or 12-5, or whatever We can make it work for you.

What ELSE We Offer

- ✓ A friendly, fairly neat small-office environment (4-6 others in the office on a typical day)
- ✓ A set of clear processes that make sense and are pretty easy to understand
- ✓ Tools to get your job done well: a process & database that makes the work fairly efficient
- ✓ Training and opportunity for continuous learning. Growth and a chance to show what you can do.
- ✓ Significance. You'll ensure our Donors and Charities have a great experience.
- ✓ Fulfillment. You make a difference in the lives of those who benefit from the Charities we support.
- ✓ Coaching by one of the owners, with a kind disposition and a background in training others -- from startups to Fortune 500 companies. See [Edith on LinkedIn](#)

What You'll Need

- 2-4 years office experience.
- Keen attention to details, and commitment to high quality
- Comfortable with computers: updating database records, using WORD, Excel, email.
- Understanding the "big picture" as well remembering details. Can think on your feet when needed.
- A strong work ethic. Integrity.
- Confident, comfortable phone manner, for calling vendors and Donors.
- Good grammar and written communication skills, for emails to Donors.

What You'll Do

- Enter Donor information into our database; ensure all fields are complete as needed
- Coordinate vehicle pickup with towing companies, by phone or email
- Look up status of "Title" on Dept of Motor Vehicles website. Request replacements and copies
- Call DMV or work with DMV website to process "release of liability" requests
- Send email status updates to Donors, as needed
- Call Donors to get missing information or answer questions, as needed
- Upload photos and post ads on eBay or Craigslist
- Print thank you letters and donation receipt forms to mail to Donor
- Ensure file-records are complete: make copies of checks, invoices, etc. Scan & save files online.
- Social Media posts: photos and texts we create, with settings to attract more traffic. (Will train you)

About Us: At Cars2Charities, we connect people who want to donate a car, boat, RV or any other vehicle to any charity of their choice. We provide a fast, easy, free online service that makes scheduling a donation pickup quick and simple. We have a unique operating model that Donors love, because we typically add 25% to 50% value to their vehicle – so they get a better tax deduction, and their charity gets more money. See more at www.cars2charities.org

This is a very rewarding opportunity to use your administrative / coordination skills for a better cause than just ordinary business. If you have a passion for helping others, this is a great way to see the direct results of your efforts, make a difference, and earn some money while you are at it.

Contact us: tell us why you're interested -- and why you're the right person for this role -- at edith@cars2charities.org