

## ADMINISTRATIVE DATA ENTRY CLERK

We are looking for a part-time **Administrative Data Entry Clerk** to add to our team. If you enjoy entering and organizing work orders, conducting inventory on truck parts and shop supplies, and want to have a **FLEXIBLE** daytime work schedule that fits your needs, this position may be for you!

### WHO IS ALL CITY TOWING?

We are an innovative 25-year old company, with locations across the Phoenix Valley, which provides full-service towing to our customers. Our goal is to raise the standards inside our industry while being able to provide prompt and professional services to our customers. If you're ready to set your career in motion, it all starts now with a company that really delivers!

### WHAT IS REQUIRED TO BE AN ADMINISTRATIVE DATA ENTRY CLERK?

We are looking for individuals who have administrative office experience. However, having experience in a similar industry/position is just as great. We do place great pride in accurately entering and storing work orders, so the following would be required for this position:

- Strong attention to detail
- Data entry
- Experience in Microsoft Excel and Word
- Experience with FLEETMATE (preferred)

### WHY WORK FOR ALL CITY TOWING?

*We strive to make the towing industry more professional with each tow. This position provides back office support to our shop staff and is critical to helping All City Towing properly manage work orders and shop inventory!*

*This position is a part-time position requiring the candidate to be able to work a day shift. Do you attend school or have other commitments? No problem – we can work with your schedule! You will be paid an hourly rate of \$12-\$14 per hour, DOE, all training is paid and we offer paid sick leave after 90 days.*

*Want to develop your career and learn even more about the towing industry/All City Towing? We can help with that too – the possibilities are endless!*

### HOW TO APPLY?

If you think this is the perfect job for you, getting started will be easy. Please visit [www.ActTowing.com/Careers](http://www.ActTowing.com/Careers) to apply online and your application will then be immediately sent to our hiring team. Additional information will be required from you if you are selected for the next step in our process.

***Must be able to fulfill essential job functions in a consistent state of alertness and safe manner.***

**ALL CITY TOWING is an Equal Opportunity Employer and a drug-free workplace.**