



**Truck Net LLC is seeking to fill a new position to better serve our customers as we continue to grow the largest fueling facility in San Diego.**

**Position: Management Assistant**

**Job Description:**

- Handling incoming calls and other communications.
- Managing billing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

**Minimum Qualifications:**

- Bilingual (English/Spanish) required.
- 1 to 2 years of direct experience
- High school diploma required, college degree preferred.
- Excellent written and verbal communication skills.
- Good interpersonal skills in dealing with internal and external customers.
- Basic computer skills, including ten-key and keyboard skills and knowledge of Microsoft Word, Excel and Outlook.
- Ability to work independently as well as within a team environment and manage multiple tasks.
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