

**Performance Driven Workforce-PDW
Administrative Support/Coordinator
Wheat Ridge, CO
Apply online at
WWW.PDWORKFORCE.COM**

Performance Driven Workforce is now hiring a talented and resourceful Administrative Support / Coordinator with 5+ years of professional administrative / office experience. This part-time Administrative Support / Coordinator position is based out of Wheat Ridge, CO. Administrative Support / Coordinator candidates must excel in a fast paced, high energy, professional environment. The Administrative Support / Coordinator is expected to have strong customer service skills, strong multi-tasking and organizational skills and have a drive for results.

Shift:

- 8:00 AM – 5:00 PM (Must be available 4 days/week, Monday – Friday)

Pay:

- \$15.00 - \$17.00/hr. (Depending on experience)

Requirements:

- High School Diploma or equivalent
- Must have 5 years of professional administrative / office experience
- Must have strong proven experience with Microsoft Office including Excel and Outlook
- Must be very detail oriented
- Strong customer service skills
- Strong multi-tasking and organizational skills
- Effective written and verbal communication skills
- Willing to work extended shifts as needed

Preferred Skills:

- Automotive parts experience
- BOM knowledge
- Prototype build knowledge
- Associates or bachelor's degree

Performance Driven Workforce is an Equal Opportunity Employer