

Executive Assistant (EA), Sewell Audi of McKinney

Overview:

Building relationships, not selling cars and trucks, is our first priority, and it has been for more than a century. "Customers for Life" – That is our aim. The secret is in how we treat others, and each other. Sewell is still the family-owned business it always has been. Our service can be experienced at 16 dealerships in Dallas, Fort Worth, Grapevine, Houston, San Antonio and Sugar Land.

Sewell Automotive Companies offer opportunities with the following brands:

Audi BMW Buick Cadillac GMC Infiniti Lexus Mercedes-Benz Subaru

Responsibilities:

- Answer multiple phone lines
- Assist Executive with administrative duties
- Manage Executive's email and calendar
- Book travel and make transportation arrangements
- Meticulous attention to detail
- Draft and/or proofread communication memos
- Manage information flow
- Serve as 'gate-keeper' to the Executive with vendors and associates
- Some personal assistant tasks may be required
- Prepare and set-up meeting space with materials and catering
- Manage expense reports and any accounts payable items
- Friendly and helpful to all associates
- Assist Marketing and HR with various activities

Requirements:

- High School Diploma required
- 5 + years experience as an Executive Assistant required
- Ability to multi-task in high pressure situation
- Must be able to be flexible with time as job permits
- Represent Sewell in a positive and professional manner in community events
- Demonstrates focus and professionalism
- Genuine desire to serve
- Proficiency in all Microsoft Office Products
- Strong written and verbal communication skills
- Detail oriented with excellent organizational skills
- Experience in a fast-paced environment

Benefits:

- Competitive starting compensation
- Continuous education opportunities
- World-class training and associate development
- 401 (k) with a company match starting on day one

- Medical, dental, and vision insurance
- Tuition reimbursement for qualifying associates
- Company paid short-term disability
- Life insurance and long-term disability options

Sewell Automotive Companies maintains a strong policy of equal employment opportunities for all associates and applicants of employment. We hire, train, promote and compensate associates on the basis of personal and professional competence and potential for advancement without regard for race, color, religion, sex, national origin, age over 40, marital status, disability or citizenship as well as other classifications protected by applicable federal, state or local laws. EOE