

Trek, Inc- Administrative/Purchasing

Company Description

Trek Inc., the subsidiary company of DCF Group, was founded in 1957. Since then Trek, has grown into one of the nation's leading undercarriage distribution companies, with its focus on heavy machinery undercarriage aftermarket parts. Trek has strategically placed it self all over US and Canada with 7 branches in the US and 3 branches in Canada.

Trek takes pride in its products and providing quality undercarriage and engine parts to the market has been Trek's mission since day one. It has established its brand name as quality built product. By using the company's vast global network, Trek is now poised to take another giant leap forward, as it positions itself to become a global leader in the twenty-first century, fully committed to create better products and services.

Job Location

Novi, Michigan

Key Areas of Responsibilities include

Employee or Internship will provide support to various other business units to run daily internal operations. The ideal candidate will work for 40 hour (approx) per week.

- Administrative duties including filing, data entry, answering phones, and maintenance of office supplies & the mail center,
- Purchasing track chain, roller, segment etc
- Assistance in purchasing for data analysis,
- Assistance on internal projects as needed,
- Proof reading various materials:

Job Qualifications

- Proficient in Microsoft PowerPoint, Word, and Excel
- Strong decision making skills and ability to be a self-starter
- Ability to handle confidential and sensitive matters in a professional manner
- Strong organization skills
- Ability to work past 5pm as needed
- An individual pursuing a degree in Business Administration or Communications is preferred but not required
- Native in English , available Korean and available Spanish

Preference: communication skills, self-motivated, persistent, organize, creative

Benefit/Perks

Salary DOE, Bonus, 401k, Medical, Dental, Vision, Life

How to Apply

Please send your resume/cover letter to spark@trekdirect.com