

# ***HELP WANTED***

Stratton Equity Coop  
Burlington Car Care  
Burlington Colorado



## **Administrative Assistant**

We are seeking a customer focused, self-starter to join our team at our Burlington Car Care location. Responsibilities include customer service, clerical work, and light bookkeeping duties. Excellent customer service is required along with basic computer skills and Microsoft Office knowledge. This is a part time position with a flexible schedule.

***Apply in person at any Stratton Equity  
Coop location or apply online at  
[www.strattoncoop.com](http://www.strattoncoop.com)***