The following department is interviewing qualified candidates for the following position:

**Job Title:** Service Center Administrative Assistant  
**Department:** Service Center - Orlando, Florida

**Job Responsibilities:**

- Answering telephones.
- Handles inquiries from employees, Customers and staff.
- Performs computer functions using SAP/AS400 to order supplies, run reports, etc.
- Performs computer functions using Microsoft Office to prepare memos, develop powerpoints and excel spreadsheets.
- Performs general customer service duties, such as sales bids, quotes, trace, project service, etc.
- Communicates solutions with office, sales, operations, etc.

**Eligibility Requirements:**

- High School Diploma or equivalent.
- Office experience preferred. Microsoft Office Skills using Word, Excel, PowerPoint, and Outlook required.

**HOW TO APPLY:**

Apply via email to Recruiting Manager Beverly.Swing@odfl.com.

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