SA Automotive
www.saautomotive.com

POSITION TITLE: Assistant (Intern)

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
SA Automotive is seeking an Assistant (Intern) to help document tooling, equipment, timing, and costs that are related to the Tesla Model 3 headliner program (as well as others). The Assistant will provide support for the M3 launch by developing and maintaining tracking documentation in Microsoft Excel. The Assistant will also be involved in customer service, supplier coordination, and audit preparation. Work hours can be flexible depending on class schedule, but there may be some times when overtime will be required or assistance is needed on the shop floor.

PREFERRED QUALIFICATIONS:
- Currently pursuing a Bachelor’s degree in engineering
- Computer skills: intermediate to advanced level with Microsoft Excel
- Microsoft Access experience is a plus
- Detail-oriented
- Good knowledge of cars
- Good written and verbal communication skills

HOW TO APPLY:
Interested applicants should send in a resume and cover letter to Wannetta Garman at Wannetta.Garman@saautomotive.com.