



THE FOLLOWING POSITIONS ARE CURRENTLY AVAILABLE:

HUMAN RESOURCES ASSISTANT (Deposit) - This position requires support to the HR Administrator that includes filing, organizing, and processing weekly time sheets and payroll, HR documentation to include but not limited to new hires, performance evaluations, disciplinary actions, time records and payroll journals, assists in maintaining employee-related data bases, prepares and analyzes reports that are necessary to carry out the functions of the HR department and company. Applicants must be computer literate with excellent data entry skills, a self-starter, able to work independently; detail oriented; well organized with excellent communications skills and ability to work well in a team oriented environment. Candidate should have 2 years office administration experience or previous payroll and HR administration assistant experience.

ACCOUNTING ASSOCIATE/RECEPTIONIST (Deposit) - This position will be responsible for accounts payable duties along with front desk and other office tasks. Applicants must demonstrate excellent computer and phone skills; be detail oriented and willing to become part of our team oriented environment. Candidates should have at least two years of office administration experience.

SCHOOL BUS SALES REP (Deposit / Binghamton Area) - This position is responsible for the promotion, marketing, and sales of school buses to prospective customers in the Southern Tier area of New York. The successful candidate should have sales experience, effective verbal and written communication skills, presentation and interpersonal skills, as well as excellent organizational skills. The candidate must also have good general computer skills, be a team player with a strong sense of commitment to the customer, and be able to work independently. Experience selling school and or commercial buses is preferred. A high school diploma and a valid driver's license are required. Extensive vehicular travel is required.

COMMERCIAL BUS SALES REPRESENTATIVE (Saratoga Springs / Bergen) - This position is responsible for the promotion, marketing, and sales of commercial buses to customers and prospective customers in an assigned sales territory in Upstate New York. The successful candidate must have sales experience, effective verbal and written communication skills, excellent presentation and interpersonal skills, as well as excellent organizational skills. The candidate must also have good general computer skills and be a team player with a strong sense of commitment to the customer. A high school diploma and a valid driver's license are required. Extensive vehicular travel is required. Ambitious achievers only need apply.

SERVICE TECHNICIAN/MECHANIC (Harpursville) – Experience a plus in the following categories for repair of Navistar/International diesel engines, air conditioning, chassis, and air brake systems, including ABS. Knowledge of Windows-based diagnostic software and a Class A or B CDL license beneficial. Air conditioning experience helpful. Own tools required. Team player, good communication skills and customer oriented. Must be willing to work some overtime and some Saturdays. Wages depend on experience and qualifications.

ROAD CALL SERVICE TECHNICIAN (area of Newburgh, NY) - will be responsible for scheduling, paperwork, and repair of school bus failures from a mobile vehicle. Plans and coordinates activities concerned with installing equipment, investigating, and resolving customer reports of technical problems with equipment, and eliminating future operational or service difficulties by performing mechanical duties. Must be willing to learn ISIS and to achieve IC Master Certified Status. Provides on-site technical assistance with analyzing and reviewing performance reports and documentation from customers and inspects malfunctioning or damaged vehicle to determine the nature and scope of the problem, coordinates problem resolution with engineering, customer service, and other personnel to expedite repairs. Provides a communication link between the customer and the company to help ensure that effective service is provided to the customer. Must have thorough understanding of vehicle A/C systems . Some computer skills required. A valid Commercial Driver's License with a clean driving history or willing to obtain a CDL within the first year of hire and maintain this license throughout employment. Occasional overnight stays may be required.

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Leonard Bus Sales, Inc. is an EOE offering a comprehensive compensation package including competitive salary, life, health, vision, and dental insurance, 401K, and a clean, smoke-free environment. Interested candidates should apply to:

Leonard Bus Sales, Inc.
4 Leonard Way
Deposit, NY 13754
Fax#: (607) 467-4550
Attn: HR Dept.
E-mail: tnewman@leonardbus.com