

# HIRING OFFICE ASSISTANT

## Key Responsibilities:

- Assist with scheduling appointments, meetings, and travel arrangements for HVAC Techs.
- Handle incoming and outgoing communications, including phone calls, emails, and mail.
- Maintain and update office records, databases, and filing systems.
- Coordinate with vendors and service providers for office parts and supplies.
- Ensure the office environment is clean, organized, and welcoming for employees and visitors.

## Qualifications:

- High school diploma or equivalent
- Preferred 2 years of experience in an administrative or client care role.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook).
- Excellent organizational and multitasking skills with strong attention to detail.
- Outstanding verbal and written communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Familiarity with HVAC industry is a plus, but not required.

## Equal Opportunity Employer:

Carolina Heating & Air is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Type: Full-time

Pay: Bi-Weekly

Expected hours: 30 - 40 per week



910.778.2900



Equal Opportunity  
Employer

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