**Administrative Assistant**

* Must be able to multi-task with little direction, set priorities, be detail-oriented and self-motivated
* Supports the manager with data compilation reporting, Excel spreadsheets and statistical information
* Maintains business continuity and flow of scheduled work
* Writes, edits and proofreads correspondence and documents
* Works as a team member on projects, assignments and tasks
* Exceptional ability to problem solve and make decisions independently and prioritize work flow
* Remain calm and courteous when dealing with difficult situations involving customers and employees solving issues, concerns and difficult situations
* **Any HVAC support highly desirable**

Job Requirements:

* Demonstrated professional interpersonal relationship skills
* Demonstrated strong customer service problem solving skills and decision-making
* Demonstrated skills showing initiative, personal responsibility and accountability
* Strong working knowledge of managing two way communications
* Ability to handle multiple tasks simultaneously and maintain composure under pressure in a fast paced environment while meeting deadlines
* Demonstrated speed and accuracy in the completion of tasks
* This is a performance based position with respect to compensation
* Maintains a “can do” attitude
* A team player who contributes and works with others accomplishing results

|  |  |  |
| --- | --- | --- |
|  |  |  |

.