

# **Immediate Opening with Roland C Abbott Plumbing & Heating LLC.**

## **Secretary/Assistant Office Manager Position**

**Employment Type:** Full-time, Monday through Friday

**Compensation:** Wages will be determined based on experience, company paid health insurance, paid vacations, paid sick days, and 6 paid holidays.

### **Job Responsibilities**

- Answering phone calls
- Scheduling appointments
- Dispatching tasks
- Billing
- Clerical work
- Light housekeeping duties

### **Preferred Qualifications**

- Experience with QuickBooks
- Proficiency in Microsoft Word and Excel
- Prior office experience

### **Desired Qualifications and Skills**

We are seeking an individual with prior experience working in an office environment. The ideal candidate will possess strong multitasking abilities and demonstrate effective communication skills when interacting with peers and our customers. This role requires someone who can thrive both independently and collaboratively within a team. A willingness to learn and grow within our small office organization is highly valued. If you believe you fit these qualifications, we encourage you to apply and we look forward to hearing from you.

**Email your resume to [rmabbott@rcabbottplumbingandheating.com](mailto:rmabbott@rcabbottplumbingandheating.com)**