

OFFICE ASSISTANT

We are seeking a competent and organized individual to perform various administrative and clerical tasks to support our office staff and dispatcher. We are a busy, full service mechanical contractor serving commercial and industrial clients in central and southern Maine

Job Requirements:

- Must have 5+ years experience working in a fast-paced office environment
- Must have the ability to work diligently to help maintain smooth office operations
- Effective communication and telephone skills
- Familiarity with office procedures and basic accounting principles
- Ability to dispatch and prioritize service calls
- Multitasking ability
- Perform office duties as assigned
- Basic computer skills are needed along with experience in Microsoft Office
- Perform other office duties as assigned
- Must be a team player and able to follow direction
- Knowledge of HVAC industry a plus

Benefits:

Nason Mechanical Systems offers competitive wages and a benefit package that is unrivaled in our industry. This package includes a wide array of benefits ranging from paid time off and matching 401(k) contributions to educational scholarships for children and spouses and support for children's summer camp programs to excellent health coverage options. The Company shares its profits with employees in substantial year-end bonuses.

The Company is committed to be a good place to work. Our employees work hard but enjoy a congenial and collaborative work atmosphere. We understand the need for work-life balance and are a family-friendly environment.

Apply to this job by email (npulk@nasonmechanical.com), by mail, by fax or in person. An application can be found on the Employment page of this website.