

## **HVAC New Construction Admin/ Data Entry (West Palm Beach)**

compensation: **\$13.00 to \$14.00 start, review after 90 days**

employment type: **full-time**

We are looking for a reliable HVAC New construction Admin to assist the installation manager in handling day to day operations.

Responsibilities to include, but not limited to:

- \*Overseeing and directing construction projects from conception to completion
- \*Review the project to order job materials, coordinate deliveries, advise installation manager and/or installation crew of any "extras" on specific job
- \*Coordinate and directly handle contractor's
- \*Review the work progress on daily basis, maintain daily installation schedule
- \*Plan ahead to prevent problems and resolve any emerging ones
- \* Ordering of materials and equipment for field jobs
- \*Draft proposals as instructed and obtain permits and licences if needed
- \* Create & Maintain customer files
- \* Communicating with customers via phone, email, mail or in person
- \* Data Entry

Requirements, but not limited to:

- \*Work experience in HVAC or construction
- \*Proficiency with Word, Excel and Outlook
- \*Ability to multi-task
- \*Organizational skills necessary
- \*Competent in conflict and crisis management
- \*Excellent time and project management skills

Job Hours: Monday through Friday from 7:30 to 4:30pm

Please email resumes, no phone calls at this time.