

ADMINISTRATIVE ASSISTANT

Salary commensurate with experience

At Gochnauer Air Conditioning and Heating, our team is the backbone of our operation, and ours is the biggest and best in Beaufort County! We recognize the vital role our team members play in the success of our business. We also realize the kind of place you work makes all the difference in your life. It's not stress free around here, not by a little bit, but it is family-oriented, work-life balance focused, and supportive of the crazy turns life can take. Because we focus so much on providing the best workplace on Hilton Head Island, our objective is to attract, train, and retain outstanding people at all levels and in all parts of the organization. We create a climate that stimulates. We challenge and channel team members' intelligence and ingenuity and provide them with a sense of, purpose, achievement, ample compensation and participation in Gochnauer's success.

Ideal candidates must be able to work efficiently and accurately in a fast paced environment. Duties include answering, screening, and directing inbound phone calls, handling requests for information and data, reviewing customer accounts and completed work orders, scheduling customer appointments, maintaining customer records with current and accurate information, maintaining electronic and hard copy filing system, general clerical duties, preparing and modifying documents including correspondence, reports, drafts, memos, and emails, preparing written responses to routine enquiries, and all other duties as assigned. Previous office experience a plus. Additional skills required include strong communication skills both verbal and written, analytical/critical thinking skills, strong computer/mobile device skills a plus, strong interpersonal skills with the ability to establish and maintain good working relationships with all levels of the organization and customers, and strong organizational skills with the ability to multitask.

BENEFITS INCLUDE:

- Company Health Plan including Vision, Dental & Disability Coverage
- 401K
- Paid Vacation
- Paid Holidays

REQUIREMENTS:

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- Positive attitude, integrity, and strong work ethic
- High school diploma, some college preferred

Background and drug screening will be done before an offer is made