

PARKER

ENGINEERING AND MECHANICAL, INC.

Executive Assistant

Parker Engineering and Mechanical, Inc. is a heating and air conditioning contractor that specializes in large residential projects including apartments, condominiums, hotels, student housing, retirement homes, etc. This includes new construction and renovation projects. The company is located in Norcross, Georgia.

The President is seeking a self-motivated, energetic, and personable Executive Assistant to join our fast-paced organization.

Responsibilities include but are not limited to:

- Providing direct administrative support to the President
- Answering, screening and routing president's phone calls
- Maintaining confidential files
- Supporting customer requests and communications
- Coordinating business schedule including appointments
- Performs general clerical duties to include but not limited to: filing, photocopying, faxing, emailing, etc.
- Assist the Sales and support staff as a liaison to the President in assigned projects
- Performs other assigned duties

Skills/Knowledge/Abilities:

- Expertise in Microsoft Office programs such as Word, Excel and Outlook
- Self-starter, detail-oriented, self-motivated, multi-tasking
- Able to prioritize and meet deadlines
- Use good judgment and decision-making skills
- Able to complete work assignments with little-to-no supervision
- Professional in both written and verbal communications
- Bachelor's Degree and/or at least five years related office experience
- Experience in the Engineering or Construction field is an asset
- Have strong attention to detail with excellent organizational and time management skills.
- Brings a "Whatever It Takes" attitude.

Compensation and Benefits

Hourly Pay is based on experience. We offer a complete benefits package including medical insurance, life insurance, 401k, vacation and holidays. **If you meet the above qualifications, please reply with your resume.**