

One Hour Heating and Cooling

Pelham Location across from Pelham YMCA

Full-Time Administrative Assistant

This position is for someone who can assist in the overall functioning of the office. The ability to learn the administrative function of the Heating and Cooling business.

Proficient in Excel and Power-point

Hours: Monday-Friday with occasional weekend

8:00am – 5:00pm

Salary: \$30,000 - \$35,000 per year, pay depends upon experience

**Contact: email your resume to [leigh.edwards@onehourair.com](mailto:leigh.edwards@onehourair.com)**