

Administrative Assistant

Heating and Air-Condition Installer and Heating and Air Condition Technician

Valley Heating and Air

3061 Lee Street, Pelham, AL 35124

Administrative Assistant:

Answer Phone – Incoming Service Calls and Relay Information to Technician also, Communicate information from Technician to Customer

General office duties to include filing

Requirements:

Proficient with typical office software: Microsoft Office word, power-point, excel

Hours: M-F/8:00am-5:00pm (time can be flexible within standard business hours)

Pay: \$18.00 per hour

Heating and Air Installer:

Install Ductwork and Equipment

Hours: 7:30am-4:00pm with Service Calls on bi-weekly Rotation

Pay: \$22.00 per hour

Heating and Air technician:

Must be Certified to handle Refrigerant/Gas

Ability to Install gas piping for Heat and Air equipment

Hours: 7:30am-4:00pm with Service Calls on bi-weekly Rotation

Pay: \$25.00 per hour

To Apply: Please Call or Email

Call: Tim Ferlisi 205-664-1717

Email: tferlisi15@gmail.com