

Value Cool Refrigeration
11618 S Pulaski
Alsip, IL 60803

Please email resume to: valuecool@live.com

Small Family owned HVAC company hiring for part time office position.

One girl office responsible for running the day to day HVAC office.

Responsibilities include:

payroll, accounts receivable, and accounts payable on Quickbooks

take incoming service requests, dispatch technicians

Data entry utilizing word, excel, and google docs.

Researching, finding and ordering parts for equipment

Skills required:

Quickbooks

Excel

Google sheets

Organized

Excellent Phone skills