



2-24-10

ADMINISTRATIVE SUPPORT (SERVICE DEPT., PART-TIME)

Dave Droegkamp Heating Inc., a well-established, respected, family owned and operated heating, air conditioning and sheet metal company located in Hartland, Wis., is seeking qualified applicants to fill this open and important support position within our company. *This position is under the day-to-day direction of our Service Dept. Coordinator.*

Job function: Performs assigned daily varied administrative and clerical tasks in a timely and accurate manner.

Key requirements include:

- Possess proficient basic administrative/clerical support skills. (Three or more years of basic general office administrative experience preferred. Administrative experience within HVAC, building and/or trades environment desired.)
- Able to work 1-5:30 p.m. Monday-Friday.
- Possess competent basic PC skills, which includes using Microsoft office software.
- Possess good communication, phone, customer relations, follow-up and organization skills.
- Be self-motivated, enthusiastic, and team- and results-oriented.
- Enjoy working in a small office/team-oriented work environment; enjoy the flexibility of varied duties and responsibilities; and enjoy working under minimal direction/supervision.
- Dispatching/scheduling experience is a plus.

Compensation commensurate with experience.

Please send/e-mail resume and compensation history/requirements, *in confidence*, to:

**General Manager
Dave Droegkamp Inc.
540 Norton Drive
Hartland, WI 53029
duanel@davedroegkamp.com**