

Office Manager

EMCOR Mechanical Services of Central Florida is seeking an experienced Office Manager for our St Petersburg HVAC Service office to manage a fast paced work environment which will include, but not be limited to: billing, customer service, record keeping, administrative functions, personnel and customer relations, contract maintenance and more. Must be proficient with all MS Office products. Excellent customer service, organizational skills, written and verbal skills are required. HVAC or Construction Service office experience a plus. Benefits include 401K, ESPP, vacation, employee paid health and life insurance, and education reimbursement. Email resumes with a cover letter to HR@msifla.com EMCOR-MSI is a DFWP/EOE