

Service Department Assistant (Plano, TX)

SALARY: \$13 - \$18 HOURLY, BASED ON EXPERIENCE

We are seeking an experienced office assistant for our service department who is friendly, well spoken, detail-oriented, conscientious, enthusiastic, and team oriented, who will thrive in a fast-paced work environment. Security and Fire Alarm industry experience preferred, but is not required.

We are a small 40-year old family-owned business located in Plano, TX. We provide Consulting, Design, Installation, Inspection, Servicing and Monitoring for Fire, Security, CCTV, and Access Control Systems.

Job Requirements:

- Professional communication skills to assist in a very busy environment.
- Minimum of 3 years of experience in a multi-tasking office environment including answering phones, filing, correspondence, spreadsheets, etc.
- Strong computer skills using Microsoft Outlook, Word, Excel, plus must be open to learn other software designed specifically for our company and industry.
 - Experience in Project a plus.
- Must be organized.
- Must be able to multi-task.
- Must be detailed-oriented.
- **Customer Service experience preferred.**
- **Security and Fire Alarm Service experience preferred, but not required.**
- **This is a full-time position, and job duties will vary.**

Benefits:

- Vacation and Paid Holidays
- Health Benefits (Medical, Dental, Vision)
- 401K & Profit Sharing
- Steady employment with a company who has been in the DFW Metroplex for over 40 years

PLEASE PROVIDE SALARY REQUIREMENTS WITH RESUME WHEN RESPONDING.