

OFFICE MANAGER WANTED



Are YOU an Amazing Office Manager?

- ❖ Work with a company who cares about you as a person, supports you achieving **your** goals, and facilitates your technical & leadership growth.

The Position:

- ❖ We are looking for a trustworthy, reliable, and capable Office Manager with great leadership skills, excellent computer skills, and the ability to learn quickly. We are a very busy and highly rated electrical company whose main focus is customer service.

We provide:

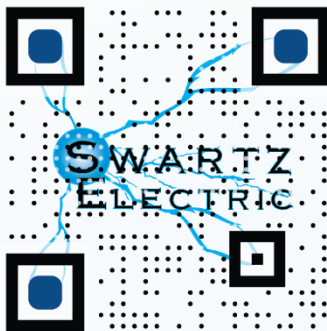
- ❖ A superior compensation package: competitive wage, + profit sharing, + monthly bonus plan, + semi-annual bonus plan, + Christmas bonus.
- ❖ Peak Med health care program, AFLAC, Dental insurance, Vision insurance, & Life insurance.
- ❖ Individual Retirement Account. (IRA)
- ❖ 40 hours Paid Time Off each year.
- ❖ Six paid holidays.
- ❖ 6 work shirts.
- ❖ Quarterly paid *FUN* team building events.
- ❖ Dave Ramsey's Financial Peace University course.
- ❖ The opportunity to work with like-minded team players who show mutual respect and focus on 5-star customer experience every call.
- ❖ Overtime opportunities available.

Application Process:

- ❖ Apply on our website: <https://swartzelectric.biz/employment-opportunities-colorado-springs/>
- ❖ Complete the application and upload your resume.
- ❖ Follow up with an email to confirm your information was received at: HR@SwartzElectric.biz

Check us out:

Website



YouTube

<https://youtu.be/rx8CjYkPick>

Application Page

