

NOW HIRING

FRONT DESK & SOCIAL MEDIA ASSISTANT

Are you friendly, organized, and social media-savvy?

We're seeking a Front Desk & Social Media Assistant to join our team!

RESPONSIBILITIES:

- Answer phone calls and assist customers with inquiries
- Greet and welcome visitors with a positive attitude
- Post updates, promotions, and engaging content on social media
- Assist with light administrative tasks as needed

WHAT WE'RE LOOKING FOR:

- Excellent communication and customer service skills
- Basic knowledge of social media platforms (Facebook, Instagram, etc.)
- A friendly, professional demeanor
- Ability to multitask in a fast-paced environment

WHY JOIN US?

- ◆ Fun and welcoming work environment
- ◆ Opportunities for growth
- ◆ Competitive pay



A1 HEAT PUMPS

If you're ready to be the friendly face and voice of our company,

We'd love to hear from you!

APPLY TODAY! [207-505-2312](tel:207-505-2312)