

# **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**