



Indoor Environmental Systems, Inc.

www.indoorenviro.com

924 W Chatham Cary, NC 27511

Office Administrator/ Assistant: for Indoor Environmental Systems, Inc.

IES is looking to hire an Administrator Assistant who can be trained to manage the office. IES is a 24 yr. old company that specializes in residential indoor air quality and energy efficiency. We need an energetic, dependable, person to manage the phones, schedule home inspections (no cold calling), oversee projects, learn our system and provide Q&A to clients. If you have the following abilities we can train you to be an expert in this growing an important field.

Self-Motivated

Strong Communication skills

Time management experience

Proficiency in MS Office

Cares about people and the environment

Honest, dependable, organized, and open minded

Desire long term position - advancement within the company

Interest in helping people improve their health through indoor air quality and energy efficiency

Please email your resume to ies@nc.rr.com and check out our website @ www.indoorenviro.com