



Rockstar Office Admin

We are **Fire & Ice HVAC Services**, and we're on a mission to make a lasting, positive impact on the lives of our employees, customers, and community.

Are you a dynamic, organized, and enthusiastic individual who thrives in a fast-paced environment? Do you want to be part of a company that is on a mission to redefine the HVAC industry by putting **people first**, embracing **innovation**, and having **fun** along the way? Look no further! We are **Fire & Ice HVAC Services**, and we're looking for a **Rockstar Office Admin** to join our team.

What We Offer:

- **Top wages** – We believe in rewarding your hard work and dedication.
- **Unlimited growth opportunities** – As we grow, so will you!
- **Employee Stock Ownership Plan (ESOP)** – After 3 years, you may have an opportunity to become a part-owner of the company.
- **Comprehensive benefits package** – Your health and well-being are important to us.
- **6 weeks vacation** – Work-life balance is key, and we want you to have the time to enjoy life outside of work.
- **Ongoing personal and professional development** – We're committed to helping you grow and succeed.
- **A path to all your goals and dreams** - we have created a space that is big enough to hold the hopes and dreams of all our people. Here you will have the opportunity to realize your dreams, we will help you get there.
- **The opportunity to make a difference** - we understand you want to make a difference in the world, and we provide you that opportunity.

What We're Looking For:

- A **positive, energetic, and detail-oriented** office administrator who loves keeping things **organized** and running smoothly.
- **Exceptional communication and customer service skills** – You'll be the first point of contact for our clients and team members.
- Ability to **multitask** and stay cool under pressure in a busy office environment.
- Strong proficiency with **Microsoft Office** and experience with **CRM** systems (bonus if you're tech-savvy and love learning new tools).
- Someone who loves being part of a **people-first, solution-focused, and fun-loving** culture.
- A team player who is ready to support all areas of the business and keep things on track!

Why Join Us?

At **Fire & Ice HVAC Services**, we believe that when our **people** are happy, our business thrives. We are on a mission to **redefine what it means to be an HVAC company** by creating an amazing environment for our team to **grow, innovate**, and make a **lasting impact** on our customers and community.

As our **Rockstar Office Admin**, you'll play a key role in keeping our operations running smoothly, ensuring our team and clients are supported every step of the way.

If you're organized, detail-oriented, and excited about being part of a company where you can make a difference, we want to meet you!

APPLY TODAY and start your journey with a team that values your talents, offers growth opportunities, and is committed to making work a fun and rewarding experience!

