



**Owens Companies, Inc.**

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**HVAC ADMINISTRATIVE POSITION**

Owens Companies, an award-winning mechanical contractor, has an immediate opening for an experienced **HVAC Administrator**. Responsibilities include, but are not limited to, contract administration; renewals, maintenance and invoicing, as well as license and bond renewals, certificates of insurance, general administrative support of operations and sales. Join a vibrant team in a growing company.

Requires strong communication and organization skills along with the ability to handle multiple tasks. Wage commensurate with experience.

Email resume to [hr@owenscompanies.com](mailto:hr@owenscompanies.com).

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Affirmative Action / Equal Opportunity Employer