



Owens Companies, Inc.

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HVAC ADMINISTRATIVE/ACCOUNTING POSITION

Owens Companies, an award-winning mechanical contractor, has an immediate opening for an individual experienced in **HVAC Administration and Accounting**. Responsibilities include contract administration; renewals, maintenance and invoicing, as well as license and bond renewals, certificates of insurance, general administrative support of accounting, 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.

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Affirmative Action / Equal Opportunity Employer