



**Owens Companies, Inc.**  
930 East 80<sup>th</sup> Street  
Bloomington, MN 55420-1499  
952-854-3800 Fax: 952-854-3769  
[owenscompanies.com](http://owenscompanies.com)

## **HVAC ADMINISTRATIVE/CUSTOMER SERVICE**

Owens Companies has an immediate opening for an individual with experience in HVAC Administration and Customer Service. 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](mailto:hr@owenscompanies.com)

**OWENS COMPANIES, INC.**  
930 East 80<sup>th</sup> Street  
Bloomington, MN 55420

Affirmative Action / Equal Opportunity Employer