



www.countryroadcoolingandheatinginc.com

{HELP WANTED} OFFICE ADMINISTRATOR
Part Time or Full Time

We are seeking a detail oriented and professional person to handle customer communication via phone and manage billing related tasks. Must be computer savvy, a good problem solver and good with social media.

Remote work flexibility is available for qualified candidates. Starting pay \$20/hour and based on experience.

Apply by emailing resume to: yourroadtocomfort@gmail.com