

About Us: Havel is a division of Shambaugh & Son and is a wholly-owned subsidiary of EMCOR Group, Inc. EMCOR is the world's leading provider of mechanical and electrical construction and facilities services, including planning, consulting, and operations and maintenance.

Havel provides single source solutions that meet a wide range of facility design, installation, operation and maintenance requirements. For more than 50 years, we have learned to anticipate operational needs, identify new technology trends, and provide construction services for the mechanical (PHVAC) electrical, building automation systems and energy services industries.

Job Title: Havel Corporate Administrative Assistant

Job Summary: Administrative functions for the Vice President, Controls Manager, Contract Sales, Estimating Manager and Business Development. Record keeping for personnel matters for the Havel bros. division.

Essential Duties and Responsibilities: Edited, typed and proofed correspondence, quotations, minutes, memos, etc., using correct grammar, punctuation and using the acceptable business letter and quotation letter layouts. Maintaining Division/Branch ISO standards, EMCOR standards (SOP's), QSI portal, by updating Work Instructions and conducting internal/external audits.

Qualifications: Proficient in Excel, Word, Power Point and Access. Knowledge in AS400 helpful.

Location: Fort Wayne, IN

Visit our website at www.havelbros.com to learn "What we do and How we do it."

If you are interested in joining a growing team of engineering and construction professionals, please submit your resume to HR@shambaugh.com

We offer our employees a competitive salary and comprehensive benefits package and are always looking for individuals with the talent and skills required to contribute to our continued growth and success. EOE M/F/D/V