

**About Us:** Shambaugh & Son, a wholly owned subsidiary of EMCOR Group, Inc., specializes in Design/Build and fast-track project delivery. Shambaugh & Son is a third generation, 81-year-old, construction/engineering firm. We are the third largest specialty contractor in the U.S. and the only one with all eight M.E.P disciplines in-house. We perform over \$270 million of construction per year with over 1,500 employees throughout 40 states.

**Job Title:** Refrigeration Administrative Assistant

**Job Summary:** Answering phone calls, mail, typing, and variety of administrative duties.

**Essential Duties and Responsibilities:** Issue and track Purchase Orders. Assist in day-to-day execution of activities.

**Qualifications:** Position requires knowledge of excel and word, AS400 helpful. Candidate must have effective oral and written communication skills, accuracy and attention to detail is a must. Billing, dispatch or customer service experience preferred.

Visit our website at [www.shambaugh.com](http://www.shambaugh.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](mailto: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**