



The Guy Corporation

150 Vista Parkway, Avon, IN 46123
ph: 317.272.2236 fx: 317.272.1499
email: jguy@guycohomes.com
web: www.guycohomes.com

Administrative Assistant

The Guy Corporation, an award winning remodeler and home builder, has an immediate opening for an Administrative Assistant.

This position performs a variety of customer service functions and clerical support. A positive and professional attitude is a must. Must be a quick thinker, able to prioritize and handle multiple tasks, be a self-starter, detail oriented and able to work independently. Proven dedication in past positions and ability to be flexible are necessary. Proficiency with Microsoft Office and Outlook is a must and you will be asked to demonstrate your skill level during the interview. Candidate must be familiar and comfortable in learning and performing computer related tasks. Should have excellent communication skills and a professional telephone manner.

Ultimately, The Guy Corporation is seeking a candidate who is looking for a career and desires to move up to the next level in a growing company.

Email your resume with references to be considered for this position.
Serious inquiries only need apply

Email resume and references to: jguy@guycohomes.com

Honor & Integrity... A foundation you can count on!

AC
5/21/10