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The Guy Corporation

Administrative & Processing Assistant

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

Construction and/or design experience is a plus, but not necessary.

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 with typing, and 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.

Salary: The position pays \$30,000 to compensation to match experience. 401(k) after one year, options for medical insurance. Paid vacations and holidays.

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

Email résumé and references to: jguy@guycohomes.com