



<https://gulfcoastairsystems.com/job/administrative-assistant/>

## Administrative Assistant

### Description

Gulf Coast Air Systems Inc. is in need of a Full-Time Administrative Assistant to join our staff.

### Responsibilities

- Data Entry
- Must be able to work as a team to get the job done
- Good people skills. Customer Satisfaction is paramount in our company

### Qualifications

- Excellent People Skills
  - Excellent Phone Skills
  - Computer Skills required (Word and Excel)
  - Data Entry Experience
- Experience in the Home Services industry is preferred

### Job Benefits

- Health insurance
- 401K after first year
- Paid Vacation after first year

### Contacts

To inquire about this position,  
[click here for our Employment Application](#)

or

contact:

Jason: [813-689-2082](tel:813-689-2082)

[jhofmann@gulfcoastairsystems.com](mailto:jhofmann@gulfcoastairsystems.com)

### Hiring organization

Gulf Coast Air Systems

### Employment Type

Full-time

### Job Location

5411 Comfort DR, 33610, Tampa, FL, USA

### Base Salary

\$ Depends upon experience

### Date posted

March 11, 2020

### Valid through

31.12.2023

[Send Email](#)

Contact Jason: [813-689-2082](tel:813-689-2082)