

Secretary / Administrative Assistant



DESCRIPTION

CCC Thermal Insulation is looking to add a Provides administrative and clerical support to ensure efficient operation of the office and projects.

Submit your resume today — and join a team that truly values your talent and hard work!

RESPONSABILITIES

- Prepare and manage documents, reports, and correspondence.
- Support billing, quotes, and data entry.
- Handle phone calls, emails, and scheduling.
- Maintain organized files and records.

REQUIREMENTS

- Minimum 1 year of office experience.
- Proficient in Microsoft Office.
- Basic to intermediate English skills preferred.
- Excellent organization and communication abilities.
- Ability to travel and work on job sites.
- Valid work authorization in the U.S.

INTERESTS

- Full -time

BENEFITS

- Health Insurance

LOCATION

Indianapolis, indiana / USA

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