

Salary: \$18.00 - \$21.00 per hour

Sales Department Assistant (Plano, TX)

We are seeking an experienced office assistant for our sales department who is friendly, well spoken, detail-oriented, conscientious, enthusiastic, and team oriented, who will thrive in a fast-paced work environment. Security and Fire Alarm industry experience preferred, but is not required.

We are a small 40+ year old family-owned business located in Plano, TX. We provide Consulting, Design, Installation, Inspection, Servicing and Monitoring for Fire, Security, CCTV, and Access Control Systems.

Job Requirements:

- Professional communication skills to assist in a very busy environment.
- Minimum of 3 years of experience in a multi-tasking office environment including answering phones, filing, correspondence, spreadsheets, etc.
- Strong computer skills using Microsoft Outlook, Word, Excel, plus must be open to learn other software designed specifically for our company and industry.
- Experience in Project a plus.
- Must be organized.
- Must be able to multi-task.
- Must be detailed-oriented.
- **Customer Service experience preferred.**
- **Security and Fire Alarm Service experience preferred, but not required.**
- **This is a full- time position, and job duties will vary.**

Benefits:

- Vacation and Paid Holidays
- Health Benefits (Medical, Dental, Vision)
- 401K and Profit Sharing
- Steady employment with a company who has been in the DFW Metroplex for 40+ years

Job Type: Full-time

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Job description

Immediate Hire: **Experienced Surveillance, Access Control, Fire Alarm & Intrusion Technician**

LOOKING TO START A NEW CAREER? APPLY NOW TO JOIN OUR TEAM!

- **ROOM FOR ADVANCEMENT**
- **LONGEVITY**

compensation: based on experience

Candidates should first provide resume electronically. Should we decide your skill sets will be a good fit for this position, we will schedule an interview via FaceTime. Due to COVID19, we are not accepting walk-ins and/or hand-delivered resumes.

IMMEDIATE HIRE FOR THE RIGHT PERSON

We are looking for the right person to join our team!

Experience is mandatory for this position. Must be responsible, reliable, and a trust worthy addition to our Service and Installation Department. We will train the right person to install Security Access Control, Analog and IP, Camera System, and Fire Alarm System- Is this you?

Security License and Fire Alarm License is preferred but not mandatory.

We design, install, service, repair and inspect Fire Alarms, Security Alarms, Access Control and CCTV Systems for commercial and industrial properties - large and small, in the Dallas Fort Worth Metroplex.

Job Requirements:

- Valid Driver's license and Reliable Transportation
- Clean Record
- Good People Skills
- Physically able to climb ladders and lift up to 40lbs
- Must be able to pass a Drug Test and Criminal Background Check
- Must have own tools
- Must be able to install equipment and program panels.
- Maintain safe and secure work and driving habits

- Strong background experience with Silent Knight, DMP, DSC, ADEMCO, Honeywell and Fire-lite panels preferred, but not mandatory.

What we offer:

- * Vacation and Paid Holidays
- * Health Benefits (Medical, Dental, Vision)
- * Steady employment with a company who has been in the DFW Metroplex for over 30 years

*Paid Training *Paid Licensing *Paid Certification

* Company Van for use while on job

* Company Cell Phone

* Major tools will be furnished

Call 972-312-1700, email to this post, or fax your resume to 972-943-3211 today

Job Type: Full-time

Salary: \$21.00 - \$25.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Preferred)

License/Certification:

- Driver's License (Required)

Work Location: In person

Job description

IMMEDIATE HIRE FOR THE RIGHT PERSON. PAID ON THE JOB

TRAINING: TRAINEE for Surveillance, Access Control, Fire Alarm & Intrusion Technician. Must be sufficient with hand tools and have a background in one of the following: HVAC, construction, electronic security, electrical , mechanic
www.sassecuritytx.com

LOOKING TO START A NEW CAREER? APPLY NOW TO JOIN OUR TEAM!

- **ROOM FOR ADVANCEMENT**
- **LONGEVITY**

compensation: \$18 to \$20 - based on experience

MANDATORY: Must be sufficient with hand tools and have a background in one of the following: HVAC, construction, electronic security, electrical , mechanical

Candidates should first provide resume electronically. Should we decide your skill sets will be a good fit for this position, we will schedule an interview.

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