



J&C services

PO Box 654 • Carbondale, Colorado 81623

WE'RE HIRING

Office Manager — Roaring Fork Valley

Position	Location	Type
Office Manager	Carbondale, Colorado	Full-time, year-round

\$20 – \$30 PER HOUR

Based on experience • Retirement plan with company match • Paid holidays and sick time

J&C Services is hiring a full-time, year-round Office Manager. We are a small electrical contractor working throughout the Roaring Fork Valley. We specialize in custom residential and light commercial work, and we're looking for an office manager to join our team.

THE WORK

- **General.** Provide administrative and organizational support to keep the office, organization and owner running smoothly.
- **Communication.** Answer phone calls, direct inquiries, and manage emails or written correspondence.
- **Scheduling.** Manage calendars, set up appointments, and coordinate travel plans.
- **Record keeping.** Maintain filing systems, update databases, and organize documents.
- **Procurement support.** Assist with ordering office supplies and basic material procurement tracking.

WHAT WE'RE LOOKING FOR

- Good working knowledge of office software — MS Office and email clients.
- Strong verbal and written communication skills.
- Ability to multitask and prioritize service requests in a fast-paced environment.
- Shows up on time, communicates when something changes, and cares about the outcome of all company decisions.

WHAT WE OFFER

- **\$20 – \$30 per hour, based on experience.**
- **Retirement plan with company match.**
- Paid holidays and paid sick time.
- Steady year-round work.
- Overtime available, not required.
- Small crew and a direct line to the owner. No layers, no runaround.

HOW TO APPLY

Email a resume to office@jandc-electricalservices.com

J&C Services is an equal opportunity employer.