

Join the Jon Witzel Team:

Office Administration

Jon Witzel Contracting needs a versatile office administrator. This flexible, part-time or full-time position of 30 to 40 hours per week is responsible for reception and answering telephones, WSIB, payroll, accounts receivable. The right person has:

- ◆ **Strong interpersonal, oral and written communication skills**
- ◆ **Strong organization skills, with the ability to prioritize multiple tasks**
- ◆ **Dedication and punctual with a strong work ethic**
- ◆ **A willingness to learn new skills**

We offer a dynamic team environment with competitive wages and benefits. Please email your resume to **jon@jonwitzel.com**

Jon Witzel Contracting specializes in residential, commercial, and agricultural construction. Our highly-skilled and diverse team of building professionals is fully trained in the best, most up-to-date practices. Based in New Hamburg, Ontario, our work spans Oxford, Perth and Waterloo Counties and beyond.



JON WITZEL
CONTRACTING LTD.

EST 2008

519-662-4239 / jonwitzel.com /

