



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #2049

**Job Posting Date:** 4/17/2019

**Employer Information:**

Action Door <b>Contact:</b> Mr. Dino Mastantuono 201 E Granger Rd. Brooklyn Hts., Ohio 44131 <b>Phone:</b> 216-739-3667 <b>Ext:</b> <b>E-mail:</b> dino@action-door.com
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**Main Business:**

Overhead door installation and service
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**Job Title:** Assistant Service Manager

**Full/Part-time:** Full-Time      **Job Hours:** \_\_\_\_\_

**Job Duties:**

Action Door is looking for a full time Assistant Service Manager to aid in the daily operations of our Service Department. Garage door or construction experience is helpful. Computer experience is a must & the applicant should be a quick learner with the ability to multitask in a fast paced team environment. Excellent organizational & communication skills required. Knowledge of the layout of Cleveland and surrounding suburbs is helpful. Action Door is a drug free workplace offering great benefits.  Key tasks include: <ul style="list-style-type: none"><li>● Estimating</li><li>● Dispatching</li><li>● Purchasing</li><li>● Customer Service</li></ul> License: Driver's License (Required)  Language: English (Required)  Work authorization:United States (Required)
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**PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION**

**Benefits offered:**

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts

**Compensation:** \_\_\_\_\_

**Special Notes / Additional Information:**

**How to Contact:** E-mail resume, In Person

**Seeking:**

CVCC Alumni, Adult /Job Seeker

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