



2520 N. Wesleyan Blvd. Rocky Mount, NC 27804
Office | 1.877.358.FIRE sales@fireconnections.com

General Office Assistant | Fire Connections Incorporated

Located in Rocky Mount, North Carolina, Fire Connections is the preferred E-ONE dealer for fire apparatus, equipment and parts sales. As an office assistant, you will maintain the facility through cleaning, maintenance, and organization. Hires in this position will be responsible for travel to pick up personnel or parts on occasion.

Requirements |

- A Driver's license
- A confidentiality/ non-compete
- Ability to take initiative
- Organizational and Cleanliness Skills
- Customer first mentality
- Representation of Fire Connections daily with provided uniforms.

Hours |

Business hours are Monday-Friday from 8 a.m. to 5 p.m. Full time or part time positions are available. Part time employees can expect at least a 30 hour work week.

Benefits |

- 401K Retirement Program
- Health insurance (Blue Cross Blue Shield)
- 10 days of paid vacation
- 5 sick days
- 8 paid holidays

Contact Us |

Email a cover letter and resume to kmayo@fireconnections.com to apply.

EXPERIENCE THE DIFFERENCE.