



Corporate
W222 N630 Cheaney Rd.
Waukesha, WI 53186
262.955.6400

North Office
2920 N. Ballard Rd. Ste. B
Appleton, WI 54911
920.735.3636

www.buildingservice.com

Administrative Assistant

BSI, Wisconsin's largest commercial interior contractor and "Best Places to Work" Recipient, has an opportunity for a talented and dedicated individual who wants to be part of a winning team.

BSI is adding a part-time Administrative Assistant position at our Appleton office which serves the Fox Valley Area.

This position will provide administrative and clerical support to our team of four Account Executives.

The Qualified Candidate Must Have:

- Excellent written and communication skills
- Computer Proficiency including Microsoft Office software
- Detail Oriented
- Ability to multi-task in a deadline-driven, and creative environment.

Qualified candidates shall submit a cover letter and resume to:

BSI
Attn: Erin Macejkovic
W222 N630 Cheaney Rd
Waukesha, WI 53186

Or email: emacejkovic@buildingservice.com

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